

Please Read Before Completing and Submitting your Request

- Seats in IGM classes will become available for non-major students on the first day of classes for each term.
- IGM Academic Advisors will attempt to enroll non-major students on the first day of classes by 4:30pm that day. (Note for Summer Term only- Enrollments will occur on a rolling basis based on availability) An advisor will e-mail you regarding the status of your request on this day. Please check your RIT e-mail frequently that day as questions may arise from the registration request.
- Students will be enrolled on a first come, first serve basis based on the day/time they submitted this form. When this form is submitted, it will be time and date stamped.
- You are **STRONGLY** encouraged to have a full schedule. Consider the IGM course request as a “back-up” in your schedule.
- Keep an eye on the course you are requesting during the enrollment period. If the course you have requested closes please ensure you have a full course schedule.
- If multiple sections of a course fit your schedule, please include them in the request. You may attach additional forms if more space is needed.
- Submitting this form does not guarantee enrollment in the course.
- A non-major student can enroll in up to and including 4 IGME courses during their career as an RIT student. Students enrolled in the Game Design or Game Design and Development minors may take up to 4 additional IGME courses in addition to the courses required for the minors.

Instructions:

This form is to be used by matriculated students at RIT with the desire to take a course from the IGM curriculum.

- 1) Fill out the form in its entirety.
- 2) Contact the faculty member teaching the course by email to determine if you meet the pre-requisites and knowledge base required for the course. This does not pertain to IGME 101, 110 or 105 as these courses do not have pre-requisites.
- 3) Request that the faculty member send you an email from their RIT email approving that you can be added to the course if seats are available
- 4) Forward that email and this completed application to Kathleen Schreier Rudgers (kmsrla@rit.edu)
- 5) All forms **MUST** be received by 12:00pm on the last day of add/drop.

Please Keep This Page For Your Records

IGM Non Major Course Request Form

Student Information:

Today's Date _____
Name _____
University ID _____
Academic Plan: _____
Academic Program: _____
E-mail _____
Phone # _____

Course you would like to be added in to:

Term	Course ID	Subject	Catalog	Section	Course Title	Instructor Signature

If you would like this course to replace a class you are already enrolled in, please indicate below the course you would like to drop:

Course ID	Subject	Catalog	Section	Course Title

Reason for Request (provide rationale for why you believe above course(s) should be approved):

Student Signature _____

For IGM Staff Use Only:

Date submitted: _____ Time submitted: _____

Who accepted form from student: _____

Student added to class: _____ yes _____ no

If student was not added, reason why:

