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 Beth Livecchi (bmlpsn@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:

_____
_____
_____

Updated 10/27/2021