Please Read Before Completing and Submitting your Request

- Seats in IGM classes will become available for non-major students on the Friday of the add/drop period for every term.
- IGM Academic Advisors will enroll non-major students on the Friday of the add/drop period by 4:30pm that day. An advisor will e-mail you regarding the status of your request on this day. Please check your e-mail frequently.
- 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) Meet with the faculty member teaching the course 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) After obtaining the professor’s signature, please return the form to the IGM office.
4) All forms MUST be received by 12:00pm on the last day of add/drop.

Please Keep This Page For Your Records
Student Information:

Today’s Date________________________

Name_________________________________________

University ID___________________________________

Academic Plan: _________________________________

Academic Program: _____________________________

E-mail_________________________________________

Phone #_______________________________________

Course you would like to be added in to:

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<tr>
<th>Course ID</th>
<th>Subject</th>
<th>Catalog</th>
<th>Section</th>
<th>Course Title</th>
<th>Instructor Signature</th>
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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:

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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 4/13/17