

INCOMPLETE FORMS WILL NOT BE PROCESSED

Student's Name: _____ U#: _____ Major: _____ Term: _____
 Phone: _____ email: _____@memphis.edu Date: _____

Please Check Appropriate Box(s):

- Request for Permission to Register for a Full Section
- Request for Independent Study Course (Requires Instructor's Signature)
- Course Substitution Form
- Prerequisite Exception Form

Register for Full Section - SUBJECT TO ENROLLMENT CAPACITY (signatures do not guarantee admission)

Course (Include section number and CRN): _____
 Reason for Request: _____
 Student Signature: _____ Date _____
 Instructor Name: _____
 Instructor Signature: _____ Date _____ Approve Disapprove
 Department Chair Name: _____
 Department Chair Signature: _____ Date _____ Approve Disapprove

Request for Independent Study Course

Course (Include section number and CRN): _____
 # of Credit Hours _____
 Proposed Project or Topic of Study: _____

Will the Independent Study be a substitution in the student's major? Yes No
 (**if yes**, please complete the request for the Course Substitution portion of this form)

Student Signature: _____ Date: _____
 Instructor Name: _____
 Instructor Signature: _____ Date: _____ Approve Disapprove
 Department Chair Name: _____
 Department Chair Signature: _____ Date: _____ Approve Disapprove

Course Substitution

Course(s) to be taken: _____ Course(s) being replaced: _____ Memo: _____

 Department Chair Name: _____
 Department Chair Signature: _____ Date: _____ Approve Disapprove

Prerequisite Exception

Permission to take: _____ Without the prerequisite **or** at the same time with: _____ Memo: _____

 Department Chair Name: _____
 Department Chair Signature: _____ Date: _____ Approve Disapprove

Office Use Only: Undergraduate Advising: _____ Approve Disapprove

Comments: _____
 Processed by Initials: _____ Date: _____ Email Sent to Student Date: _____

Email the department that offers the class for which you need a signature. This department may not necessarily be your major department. For example, you need a signature to take MIS 3210, but you're a FIR major. Go to the BIT (MIS) department, not FIR.

| DEPARTMENT | DEPT. CHAIR/ASST. | EMAIL | ROOM # |
|-----------------------------------|--|----------------------|---------|
| ACCT | Dr. Kenneth Lambert Fallon Durant | fdurant@memphis.edu | FAB 200 |
| ECON | Dr. Bill Smith Jessyka Allyn | jallyn@memphis.edu | FAB 402 |
| FIR | Dr. Pankaj K. Jain Jessyka Allyn | jallyn@memphis.edu | FAB 402 |
| MGMT | Dr. Kurt Kraiger Fallon Durant | fdurant@memphis.edu | FAB 200 |
| BIT/MIS | Dr. Sandra Richardson Christy Smith | mcsmith2@memphis.edu | FAB 300 |
| MSCM (Marketing/ Supply Chain) | Dr. Gregory Boller Christy Smith | mcsmith2@memphis.edu | FAB 300 |

PROCESSING A MULTIPURPOSE FORM

1. Form located at: <http://www.memphis.edu/fcbeusso/advising/forms.php>
2. Form used for:
 - a. Request for Permission to register for a Full Section
 - b. Request for Independent Study
 - c. Course Substitution
 - d. Prerequisite Exemption

Instructions for Students

1. Complete form including typing your digital signature (full name) where requested.
2. Locate section of the form that applies to your request and complete it as indicated. The student is responsible for obtaining digital signatures.
3. Email completed form to department contact listed above.
 - a. **Incomplete forms will not be processed.**
4. The department chair will review and digitally sign indicating approval or disapproval.
5. The department will email form to USSO staff for processing.
 - a. You will receive an email to your Memphis email address once it's been processed.