

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. Kenton Walker Fallon Durant	fdurant@memphis.edu	FAB 200
ECON	Dr. Bill Smith Janis Lamar	jdublin@memphis.edu	FAB 400
FIR	Dr. Pankaj K. Jain Jessyka Allyn	jallyn@memphis.edu	FAB 402
MGMT	Dr. Chuck Pierce Linda Shaw	lshaw8@memphis.edu	FAB 202
BIT/MIS	Dr. Robin Poston Christy Smith	mcsmith2@memphis.edu	FAB 300
MSCM (Marketing/ Supply Chain)	Dr. Marla Stafford Joyce Wilson	jwilson@memphis.edu	FAB 302

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.