Registration Form

NEW YORK INSTITUTE OF TECHNOLOGY

Student Information

Student ID	Last name	First name

Mailing address (where you receive your mail)

City	State	Zip	Country

Home phone	Work phone	Cell phone

Academic program

Registration term

Add class

Class#	Subject code and course#	Section

Drop class

Class#	Subject code and course#	Section

Student's signature	Date

Use the Sign tool in the Adobe toolbar to sign the form.

Advisors must release the advising hold before the student can register.

Advisor's printed name

Advisor's signature	Date

Use the Sign tool in the Adobe toolbar to sign the form.

Student Information

Student ID	Last name	First name

Approvals for Registration Exceptions *Use the letter codes to approve an exception (include all that apply)*

To be approved by the chairperson of the course:

A – Add student to closed class, waive a prerequisite, or override class consent. Closed online classes require a different form.

To be approved by the chairperson of the student's major:

B – Approve a graduate student to register in an undergraduate course.

C – Approve an undergraduate student to register in a graduate course. Apply the graduate course to the undergraduate degree requirements.

I have discussed with the student that the graduate course will not be applied to a graduate program. ☐

Process the applicable course substitutions as follows:

Alternate course _____ in lieu of required course _____

Alternate course _____ in lieu of required course _____

D – Approve an undergraduate student to register in a graduate course. Apply the graduate course to the graduate degree requirements.

I have discussed with the student that the graduate course will not be included in the full-time undergraduate term load and may affect student's eligibility for financial aid. ☐

E – Approve a student in an accelerated Bachelor's/Master's program to register in a graduate course. Apply the graduate course to the undergraduate degree requirements. This course will be used in a Master's program later. Process the course substitutions as follows:

Graduate course _____ in lieu of undergraduate course _____

Graduate course _____ in lieu of undergraduate course _____

F – Approve an undergraduate student to register in a course when repeating more than twice.

Subject code and course#	Section	Letter code	Explanation

Chairperson's printed name _____

Chairperson's signature _____ Date _____

Student's signature _____ Date _____

Use the Sign tool in the Adobe toolbar to sign the form.

Send to registrar@nyit.edu. This form must be sent from an NYIT email address. Forms originating from non-NYIT email address will be returned.