INSTRUCTIONS

Follow these instructions for a closed section of a mathematics or statistics course.

1. Bring this form to the instructor of the course you want to over tally on the FIRST day WHEN the class meets. (All classes and classrooms are listed online; check the Registrar’s web site.)

2. It is at the DISCRETION of the instructor to over tally you into his/her course. (There is always the chance the instructor will not honor your request.) If the instructor authorizes the over tally, have the instructor sign this form.

3. Bring this SIGNED form to the Department Office (919HE). If the office is closed, slip the form under the department office door. We will post the over tally to your records.

4. YOU are responsible for adding the course to your program. You must go onto CUNYFirst and add the course to your program. We do not register the course for you and do not notify you the over tally has been posted. We only remove the block for a closed section. It however, does hold a seat for you in a particular section.

5. You are also responsible for any fees related to a change of program and/or late registration. This department will not waive any fees.

6. Print clearly and COMPLETELY fill out the form. We will NOT process the form if you have omitted any information.

PRINT CLEARLY

NAME: ___________________________ DATE:____________________

CUNYFirst EMPL #:____________________

EMAIL: __________________________

PHONE#:___________________________

Information for the course you want to over tally into

COURSE and SECTION:________________________

COURSE NUMBER:______________________
Have you met the prerequisites for this course?________________

Instructor’s signature and Date

09/2015 FOR OFFICE USE ONLY

Date Approved and Posted:____________________