

HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF MATHEMATICS AND STATISTICS
COURSE OVER TALLY FORM
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: _____