

**HUNTER COLLEGE OF THE CITY UNIVERSITY OF NEW YORK
DEPARTMENT OF MATHEMATICS AND STATISTICS
COURSE OVERTALLY 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 overtally on the **FIRST** day **WHEN** the class meets. (All classes and classrooms are listed in the Schedule of Classes OR online.)
2. It is at the **DISCRETION** of the instructor to overtally you into his/her course. (There is always the chance the instructor will not honor your request.) If the instructor authorizes the overtally, 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. The overtally will be posted to your records. **YOU** must then add the course to your program. The Department does not register the course for you. It only removes the block for a closed section. A seat is held for you in a particular section.
4. You are responsible for adding the course. You can either use the phone system or go online.
5. You are also responsible for any fees related to a change of program and/or late registration. The Department Office will not waive any fees.

NAME: _____ **DATE:** _____

SS#: _____ **PHONE/ EMAIL:** _____

Information for the course you want to overtally

COURSE and SECTION: _____

CODE NUMBER: _____

Instructor's signature and Date

05/2004

FOR OFFICE USE ONLY

Date Approved and Posted: _____