Second Time Enrollment within a Term

This form will be used to request second time enrollment within a term. Students who have already taken a course during the first sessions of a semester (M5A, M8A, S8A and DD1) would need to complete this form. If you receive a passing grade (A, B, C or P) during one of the first sessions, you will receive a course duplication-no credit earned message on your transcript. If you do not pass your first session course, the grade will be replaced.

Student Name _______________________________________________ Student ID Number______________________
                     Last              First              MI
Student Email_________________________________________ Student Phone #__________________

1st Attempt Information:
Term __________ ☐ M5A ☐ M8A ☐ S8A ☐ DD1 ☐ 75A

Please enroll me in the following:

2nd Attempt Enrollment:
Term __________ ☐ M5B, M8B, M5C ☐ S8B, 75B ☐ DD2 ☐ DD3

Class Information: Course Title_________________________ Class Number_____ Add to Wait List if class is full_______
Second Choice Class Number_____ Add to Wait List if class is full_______

Course Prefix ___________ Number_____ # of Units ____ Lab Class Number_____ Add to Wait List if class is full_______

By signing this form, I acknowledge the above information.

_________________________ ________________
Student’s Signature Date

Please return the completed form in person, via fax or email to:

Office of the Registrar
Gammage Building (Building #1)
928-523-2109
928-523-1414 (Fax)
Registrar.Grades@nau.edu

Processed By________________________________________ Date ___________________