

Department of Teaching, Learning, and Educational Studies

Undergraduate Course Request Form

(1) Year: 20__ <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer-I <input type="checkbox"/> Summer-II		
(2) Name: _____	(3) WIN: _____	(4) Date of Birth: __/__/__ (m/d/yy)
(5) WMU e-mail address: _____		(6) Phone: (____) ____ - ____
(7) What is your program? (check all that apply) <input type="checkbox"/> Early Childhood Education <input type="checkbox"/> Elementary Education <input type="checkbox"/> Secondary Education <input type="checkbox"/> Special Education <input type="checkbox"/> Other: _____		
(8) What is your Catalog Year? _____		(9) Current Grade Point Average (GPA): _____
(10) Major(s): _____		(11) Minor(s): _____
(12) What course would you like to add? Course Number: _____ Course Title: _____ CRN: _____		
(13) Are you repeating this course? <input type="checkbox"/> yes <input type="checkbox"/> no (14) If yes, how many times have you already taken it? __		
(15) Please explain why you are unable to register yourself for this course? _____		
(16) Please explain why you need this particular course/section time? _____		
(17) Have you spoken to an advisor about this request? <input type="checkbox"/> yes <input type="checkbox"/> no (18) Name of Advisor: _____		
(19) Are there any other circumstances that you would like us to know about? _____		
(20) If the Department of Teaching, Learning, and Educational Studies grants your request, do you want us to drop you from a course? <input type="checkbox"/> yes <input type="checkbox"/> no If yes, which course? Course Number: _____ CRN: _____		
(21) Attach a copy of your program plan (see page 2 of this form).		

* * * * * For Office Use Only * * * * *

Approved Declined Program Coordinator _____

Approved Declined Department Chair _____

Comments: _____

Program Plan

In the matrix below, please list all of the courses that you still need to take in order to complete your program, and indicate when you plan to take each course.

Year	Spring	Summer-I	Summer-II	Fall
20__	Courses: _____ _____ _____ _____ _____	Courses: _____ _____ _____	Courses: _____ _____ _____	Courses: _____ _____ _____ _____ _____
20__	Courses: _____ _____ _____ _____ _____	Courses: _____ _____ _____	Courses: _____ _____ _____	Courses: _____ _____ _____ _____ _____
20__	Courses: _____ _____ _____ _____ _____	Courses: _____ _____ _____	Courses: _____ _____ _____	Courses: _____ _____ _____ _____ _____
20__	Courses: _____ _____ _____ _____ _____	Courses: _____ _____ _____	Courses: _____ _____ _____	Courses: _____ _____ _____ _____ _____
20__	Courses: _____ _____ _____ _____ _____	Courses: _____ _____ _____	Courses: _____ _____ _____	Courses: _____ _____ _____ _____ _____
20__	Courses: _____ _____ _____ _____ _____	Courses: _____ _____ _____	Courses: _____ _____ _____	Courses: _____ _____ _____ _____ _____