Office of the Registrar
180 Remsen Street
Brooklyn Heights, NY 11201

Special Permission Registration

Last Name | First Name | Date | Student’s (SIGNATURE) | Student’s ID #

Instructions to Student

This form is to be completed only for registration for terms 20/S1 to 20/FA semesters. Once completed, submit the form via your SFC email account (No Exceptions), to the appropriate administrator for approval. To ensure smooth and fast processing of this form, it must be legible. *Only one section should be listed on this form. Failure to follow these instructions will result in a delay in processing the form; all requests are completed on a first-come basis.

APPROVAL:

☐ Chairperson’s Approval for Pre-requisite Waiver______________________       ☐ Instructor Approval _____________________________

☐ Chairperson’s Approval for Section Over-tally ___________________________       ☐ Athletics Academic Advisor Approval _____________

Registration Overload Approval

☐ Chairperson’s approval for 19 credits_____________________________       ☐ Academic Dean’s approval for 21 credits_______________________

*Only one section should be listed on this form. If the course you are seeking approval for is linked to a required co-requisite (Example: lecture, lab, and/ or recitation), the linked courses will also be considered when seeking approval by the Administrators.

TERM | SUBJECT | COURSE NUMBER | SECTION | COURSE TITLE | CREDITS

Routing Procedure: Initiated by Student > Sent to Appropriate Department Chair / Instructor > Dean (if necessary) > To Registrar@sfc.edu for processing.