OFFICE OF THE REGISTRAR
Sherman Hall 110
1 University Circle
Macomb, IL 61455-1390

Phone: (309)298-1891
Fax: (309)298-2787
Email: R-Office@wiu.edu
Visit: wiu.edu/registrar

UNDERGRADUATE REQUEST TO ENROLL IN GRADUATE COURSE FOR UNDERGRADUATE CREDIT

Applicant must complete this form, obtain the required signatures, and submit the form to the Office of the Registrar, Sherman Hall 110, before registering for the graduate level courses (500 or 600 level courses). The following regulations apply:

1. Applicant must be of senior classification and in good academic standing.
2. Applicant must have fulfilled the course prerequisites.
3. No more than 9 semester hours of graduate level courses (numbered 500 and above) may be taken for undergraduate credit.
4. **UNDER NO CIRCUMSTANCES** may these courses be used for a future graduate degree program.

TO BE COMPLETED BY APPLICANT

Student's Name_______________________________ WIU ID Number: ____________________

STAR Number	Department	Course No.	Section	Term	Year

TO BE COMPLETED BY ACADEMIC ADVISOR

Signature, Academic Advisor ____________________ Date ____________

TO BE COMPLETED BY OFFICE OF THE REGISTRAR

Approved:_____ Not Approved:_____ ____________________ ____________

Signature, Office of the Registrar Date

TO BE COMPLETED BY GRADUATE OFFICE (if applicable)

Approved:_____ Not Approved:_____ ____________________ ____________

Signature, Graduate Office Date

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FOR OFFICE USE ONLY: