

# MEMO: FULL COURSE

TO: ADMISSIONS AND RECORDS

YEAR: \_\_\_\_\_

- FALL  
 SPRING  
 SUMMER

PLEASE ALLOW THE FOLLOWING STUDENT TO REGISTER IN THE CLASSES LISTED BELOW. PLEASE NOTE: ADMISSIONS AND RECORDS WILL NOT LET A STUDENT INTO A FULL CLASS IF THE ROOM CAPACITY (FIRE CODE) HAS BEEN MET, REGARDLESS IF THE STUDENT HAS A MEMO OR NOT. **PLEASE NOTE THAT THIS FORM WILL NOT ALLOW A STUDENT TO OVERRIDE THE PRE-REQUISITES OF A COURSE.**

STUDENT NAME: \_\_\_\_\_

*PLEASE PRINT*

STUDENT ID: \_\_\_\_\_

COURSE	SECTION #	CALL #	CREDITS	INSTRUCTOR SIGNATURE

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE