

Student Name: _____ ID Number: _____

NWU Email: _____

Major(s): _____ Minor(s): _____

Instructions: Complete Sections A and B. Obtain recommendations and signatures for Sections C and D.

Submit completed form to Registrar's Office (206 Smith-Curtis) or registrar@nebrwesleyan.edu.

Notification of approval or denial will be emailed to you within 10 working days.

SECTION A.

Course Subject: _____ Number: _____ Section: _____

Course Title: _____

SECTION B. State your request and provide the specific circumstances, reason(s), and rationale for this request. *Please print legibly or attach a typed request.*

Student Signature: _____ Date: _____

SECTION C. Advisor Recommendation

(If double majoring, both major advisors should sign.)

Advisor Name *(please print)* _____ Approve ___ Disapprove ___ Neutral ___

Advisor Signature(s) _____ Date: _____

Rationale for approval, disapproval, or neutral:

Advisor Name *(if double majoring)* _____ Approve ___ Disapprove ___ Neutral ___

Advisor Signature(s) _____ Date: _____

Rationale for approval, disapproval, or neutral:

SECTION D. Dean or Assistant Dean of Undergraduate Programs Recommendation

Dean/Assistant Dean Name *(please print)* _____ Approve ___ Disapprove ___ Neutral ___

Dean/Assistant Dean Signature(s) _____ Date: _____

Rationale for approval, disapproval, or neutral:

For Office Use Only:

Date Request received in Registrar's Office: _____

Action: Approved ___ Denied ___ Tabled ___ Other: _____

Copy email to student: _____ **Date:** _____

Comments: _____

Advice to Traditional Students Taking an Adult Undergraduate Course Section

❑ **Make sure you understand the financial ramifications of taking your course**

If taking this course puts you over 18 hours for the term, you will have to pay for any hours over 18. If you have questions about tuition implications, contact the Business Office.

❑ **Confirm Your Registration Status**

If your request to take an Adult Undergraduate course section is approved, you will be registered for the requested course by the Registrar's office. Confirm your registration status by consulting your schedule on WebAdvisor.

❑ **Obtain, Carefully Read, and Follow the Course Syllabus Prior to the Start of Your Course**

It is very likely you'll have an assignment due right away . . . perhaps even before the session officially starts; therefore, **it is crucial that you obtain your course syllabus prior to the start of class and follow it!**

Your course syllabus will be posted in your course's Canvas site at least one week prior to the first day of the session. Find it. Read it. Follow it.

❑ **Obtain Your Textbook(s) and Other Course Materials Prior to the Start of Your Course**

Textbook information may be found on the PrairieWolves bookstore website: <http://www.prairiewolves.com/> or by calling 402-465-2490. Oftentimes there are assignments due right away, so don't wait until the first week of class to get the materials you need to complete those assignments.

❑ **Check Your NWU Email Often**

Your NWU email will be the main method of communication used by your instructor and administrative staff, so check it frequently!

❑ **Confirm When Your Class Meets . . . and Go!**

Make sure you know precisely when your course will meet, and then make sure you attend! In particular, be sure to confirm the date and time of your first meeting. Missing even one meeting, especially the first meeting, can adversely affect your academic success. If you can't fully commit to being present for all class meetings, in their entirety, reconsider taking the course.

❑ **Confirm Where Your Class Meets . . . and Go!**

If your course has face-to-face meetings, on the day of your initial class meeting, consult your schedule on WebAdvisor to find out where it meets; sometimes locations change at the last minute.

❑ **Don't Procrastinate**

In any accelerated course, it is absolutely imperative that you stay on top of the work. Students who fall behind find it very difficult to get caught up, so pay close attention to due dates, deadlines, etc. If you're taking an online course, make sure you adhere to the schedule; don't think you can wait until the last week to do all the work.

For information regarding the Academic Calendar such as session start and end dates, drop and withdrawal deadlines, etc. for accelerated sessions, visit the "Academic Calendars" page on the on the website: <https://www.nebrwesleyan.edu/about-nwu/registrars-office/academic-calendars>