MARQUETTE UNIVERSITY

DEPARTMENT OF PSYCHOLOGY

**URGENT REQUEST FOR ENROLLMENT IN A CLOSED/FULL COURSE**

Urgent requests are reserved for graduating seniors or those who can demonstrate that without a certain course at this point in your degree program, your graduation will be delayed. Please do the following before submitting this form.

1. **Waitlist** for the course. Once you are on the waitlist, you will automatically be enrolled should enough people drop the course to reach your waitlist number. This link shows you how: <https://www.marquette.edu/mucentral/registrar/waitlist.shtml>
2. Consult with your academic advisor to see if s/he can offer you a solution to your scheduling problem you haven’t considered.

If you have satisfied both conditions and still want your request considered, please take the following steps:

1. Complete this form,
2. Ask your academic advisor to send you an email indicating that they agree with your urgent request;
3. Download a PDF copy of your Graduation Checklist from CheckMarq;
4. Send these three documents (this form, the email from your advisor, and your Graduation Checklist) to the Assistant Chair of Psychology, Dr. Astrida Kaugars ([astrida.kaugars@marquette.edu](mailto:astrida.kaugars@marquette.edu))

Urgent Requests will be processed during the last week of the semester.

NAME: MUID:

YEAR: FR. SO. JR. SR. NUMBER OF CREDITS

YOUR COLLEGE:

MAJOR(S):

ADVISOR: YOUR PHONE NUMBER:

Course/Section for which you seek enrollment:

Are you on the waitlist? Yes No What is your number on the waitlist?

Explain the reason you need admission to this course.

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Department Signature Date

If you haven’t registered within a week of receiving the permission number, the spot will be forfeited.