



Class Registration Request Form

Instructor approval is required to register in classes after the 2nd day of each term. Use this form to request instructor approval and complete registration **between the 3rd and 10th day of the term**.

NOTE: If requesting registration **after the 10th day** of the term, please do not use this form. Instead, use the **Late Add Petition** that is located on Enrollment Services website under Forms. There is a \$50 late registration fee for requests after the 10th day of the term.

Students: Please either submit this form with instructor's physical signature in person at the Kodiak Corner Front Counter **OR** email the completed form to the instructor for their approval. Once they electronically sign it, instructors will email the form to enrollment@cascadia.edu for processing.

Instructors: Please check all boxes that apply and sign in the **Instructor Signature** section. *If you are signing electronically, you must send this form to enrollment@cascadia.edu from your cascadia.edu email account.*

Student Information

Last Name	First Name	Middle Initial
ctcLink ID Number	Email	
Birthdate MM-DD-YYYY	Student Signature	Date

Summer
Fall
Winter
Spring
Year

Student Completes This Section				Instructor Approval Select Over Enroll and/or Late Add		Instructor Signature
Class Number	Course Name	Course Number	Section	Over Enroll	Late Add	Electronic signature or email approval from instructor must be forwarded to enrollment@cascadia.edu
EXAMPLE				EXAMPLE		EXAMPLE
4813	ENGL&	101	02	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Kodiak Bear

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