



Office of Records and Registration
 Eastern Michigan University
 304 Pierce Hall • Ypsilanti, MI 48197
 Phone: (734) 487-4111 • Fax: (734) 487-6808
 registrar@emich.edu

**UNDERGRADUATE REQUEST TO
 ENROLL IN A 500-LEVEL COURSE
 FOR UNDERGRADUATE CREDIT**

The required information is necessary for the continuous legitimate business and educational operation of Eastern Michigan University. It is, and will be, maintained in compliance with applicable US law, educational accrediting body requirements, and institutional policies and procedures. Questions or concerns may be directed to the Office of Records and Registration at registrar@emich.edu.

* Denotes optional items that are not used in any admissions process, but help EMU to better identify and serve students.

Name:		EID:	
Address:			
Email:		Phone:	
Class Standing: _____ Junior (76+ credits earned) in the Honor's College _____ Senior (85+ hours earned) _____ Second Bachelor's Degree _____ Post Baccalaureate Teacher Certification _____ 150-hour Program (BBA/MA Accounting/AIS/Taxation, BS/MOT Occupational Therapy, BS/MPA Political Science/Public Administration) _____ Non-Degree			
Semester/Year requesting permission to enroll: <div style="text-align: center;"> Fall 20_____ Winter 20_____ Summer 20_____ </div>			
Complete course information (subject/course/title): _____ _____			
Instructor's Name: _____		Email: _____	
Instructor's Signature approving registration: _____		Date: _____	
Honor's College Students Only: Honor's College Director's Signature of Approval: _____ Date: _____			

Graduate courses taken as an undergraduate do NOT apply toward graduate-degree program requirements, unless included in a 150-hour program.

Student Signature

Date

Please submit completed request via mail, fax or email:

**Office of Records and Registration
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 Fax: 734.487.6808**

FOR OFFICE USE ONLY

UG credit hours completed (see minimums above):	Program:
Current EMU grade point average (minimum 2.7):	Total 500-level hours taken at EMU: (maximum of 15):
Current CCR (minimum 67%):	Request is (check one): _____ Approved _____ Denied
_____ Staff Signature	_____ Date