



Register in a Class Without a Required Pre-Requisite: Undergraduate

Purpose: used to request registration in a Marquette class when a current undergraduate student is taking, or planning to take a pre-requisite class at another institution and is unable to register because the class requires the pre-requisite.

Student Instructions

1. Submit the External Transfer Course Request form, as outlined on the form.
2. Ensure you do not have any holds that block registration.
3. Complete Sections 1-3 of this form using a computer.
 - a. a **handwritten form will not be accepted.**
 - b. an incomplete form will not be processed and returned to you for completion.
4. Print the form using the 'Print Form' button.
5. Sign the form in Section 4; a digital signature is **not** acceptable.
6. Submit the form to your Home College Office.

Note: this form will not be processed unless there is an External Course Approval already submitted, and/or if the requested Marquette class is closed, and/or if there is any hold blocking registration on the student account.

Home College Instructions

1. Approve or deny the request and sign in Section 5.
2. If denied: notify the student and send form to the Office of Registrar via the ImageNow Registrar College workflow queue.
3. If approved: notify the student and send to the Office of the Registrar via the ImageNow Registrar College workflow queue.

Section 1: Student Information

Name _____ MUID _____
Last name, First name Middle name

Email _____@marquette.edu Phone _____

College (check one)

Arts & Sciences Business Administration Communication Education Engineering Health Sciences Nursing

Major(s) _____

Registration Appointment (in CheckMarq) Date _____ Time _____

I have submitted my External Transfer Course Request form (this must be done first) Yes No

Section 2: Marquette Class Information (the class in which I wish to enroll without the pre-requisite)

Term offered (check one) Fall Spring Summer Year _____

Subject Code _____ Catalog Number _____ Section Number _____ Class Number _____
(e.g. ENGL) (e.g. 1001) (e.g. 101)

Associated Class Number _____ Permission Number _____
(for Lab, Quiz, Discussion, etc.) (for Consent or Override, if necessary)

Section 3: External Institution Pre-Requisite Class Information

Institution where taking the pre-requisite class _____
Institution, City, State/Country

Term taking the pre-requisite class (check one) Fall Spring Summer Year _____

External class _____
subject, number (e.g. ENGL 1002-101), title

Section 4: Student statement and signature

I hereby request to be enrolled in the Marquette class outlined in Section 2 of this form and verify that I will be enrolled in the pre-requisite class during the term and at the institution outlined in Section 3. I understand that I must request an official transcript be sent directly to the Marquette Office of the Registrar from the institution where I took the class immediately after the class is completed. Furthermore, I understand that the college reserves the right to remove me from the Marquette class, if the appropriate pre-requisite course and grade have not been submitted to the Office of the Registrar by the end of the first week of the term in which I am registered for the Marquette class.

Signature _____ Date _____

Section 5: College Approval

Approved Denied Reason for denial _____

Signature of Home College _____ Date _____