Course petition process for Biology courses

The flow chart below explains the course petition process. Read carefully so you understand why it is so important that you answer all the questions on the course petition form correctly and attach a course schedule.

1. Course petition forms are given to the person who makes the decision for the specific course, usually the faculty member who will teach the course
2. **When space opens** and a petition is approved, the petition is taken to the Biology Dept. office. Attaching your schedule helps the faculty member with the selection especially in classes with multiple sections.

Registrar computer accepts the registration

Yes → Find out thru BUSI. Please withdraw your other petitions by contacting faculty members, not the dept. office.

No

You will receive an e-mail message (with copy to faculty member) stating the reason. The four most common reasons are:

(1) Student did not sign the petition.

(2) Financial – library fine, parking fine, other fees unpaid

(3) Time conflict – you can authorize dropping of the conflicting course on the petition form

(4) Overload – you can authorize dropping of a course or courses so you don't end up with an overload, on the petition form. No student can be registered for an overload until the 9th day of classes. If you must go this route, see http://harpur-advising.binghamton.edu/current/forms/overload.htm for further instructions.

IF you cannot be registered for whatever reason, the faculty member / Biology Dept office personnel will move on to register the next student(s) in the queue.

What to do?

Do you still want to be registered in the course?

No → You do not have to do anything. The original course petition will not be considered any longer.

Yes

Fill out the course petition form again, this time having fixed whatever reason blocked the registration.

Now that you know the process, proceed to the next page for the course petition form.

BIOLOGY COURSE PETITION OR SECTION CHANGE REQUEST
[Fill in all blanks, answer all questions, and circle wherever a choice is given]

Were you unable to register for the course that you are requesting? Yes / No
Are you registered and requiring a change in section? Yes / No

1. Name _____ 2. Phone _____
(Last) (First) (Middle initial) (Local or cell phone)

3. Binghamton Email _____ 4. S.S. No. _____

5. Harpur / Other (specify) _____ 6. Major? _____

7. Sr / Jr / Soph / Fresh 8. No. of credits in progress _____ 9. No. of credits already completed ___

10. Course: BIOL / BCHM (number and title) _____

11. If requesting section change, indicate section already registered in _____

12. Enter sections in order of preference.

Lecture _____ Activity (1) _____ Discussion (1) _____
(2) _____ (2) _____
(3)_____ (3) _____

If I can not have my preference, place me in any section that fits my schedule.
Yes / No Initial only if yes_____

13. Explain why you need the course or change in section. If graduating, also attach DARS report.

14. Will registering for this course cause an overload? Yes / No

15. Will registering for this course cause a time conflict? Yes / No (consider lecture, activity, disc)

16. Do you want the Biology Dept. to drop a course for you if your petition is granted? Yes / No
[If No, drop the course yourself before submitting the petition. If your petition is granted but there is any impediment to your registration, you will be notified. Your place will be given to someone else and you will need to resubmit a course petition.]

17. Give number and title of course that you want dropped. _____
(If nothing is to be dropped, write NONE)

18. **Your signature indicates that you are filing this petition AND indicating what course to drop.**

Student's Signature_____ **Date** _____

19. Checklist for submission:
___ Did you answer all questions?
___ Did you sign and enter the date in #18?
___ Checked to make sure you have no outstanding fines or delinquencies?
___ If graduating within the year, did you attach your DARS report?
___ Attach printout of your course schedule thus far (if you change it, submit revised schedules)
___ Make a copy for yourself then submit to the Biology Dept Office, Sci 3 Rm 210.

Faculty member's decision
Approved / Denied (pls circle) If approved, which section(s)? _____

Signature_____ Date _____

Office action
Able to register student. Entered by _____ Date _____
Unable to register student because:

Student notified by _____ Date _____