

## SPECIAL REGISTRATION REQUEST FORM

(Students: Please Type or Print in ink and submit to your department.)

NAME \_\_\_\_\_ DAY PHONE \_\_\_\_\_

STUDENT ID# \_\_\_\_\_ E-MAIL \_\_\_\_\_

DEGREE/MAJOR \_\_\_\_\_ DATE SUBMITTED \_\_\_\_\_

EXPECTED GRADUATION DATE \_\_\_\_\_ TERM REQUESTED \_\_\_\_\_

REASON FOR REQUEST\* \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*GRADUATE STUDENTS PLEASE NOTE:** This special registration will not suffice for the university's continuous enrollment requirement while you are finishing your Thesis or Dissertation. Students working on a Thesis or Dissertation must be enrolled in Thesis (799) or Dissertation (999).

### Instructions/Information:

**Student:** This request, if approved by your department, will allow you to remain active in the GMU university system without being registered for an actual course. This satisfies the university requirement that a student be actively registered in the term in which his/her degree will be conferred. To initiate this special registration request you must submit this completed form to your major department. If approved, they will then forward this request to the Registrar's Office for processing. **Please note: you must have \$45.00 on account for this registration to be processed.**

**Department:** This action, if approved, requires the payment of a one-time \$45.00 university services fee. The Registrar's Office cannot process this special registration until the fee has been paid by the student. It is therefore important that the student, upon approval, be notified immediately so they can make arrangements to cover this cost.

**Approval Signature:** (submit to Registrar's Office – MS 3D1 or FAX TO 993-4668)

Dean or Designee \_\_\_\_\_ (Print Last) \_\_\_\_\_ Date \_\_\_\_\_