Virginia Military Institute

COURSE REQUEST FORM

Last Name	***First Name***	***M***

ID # _____ ***CLASS:*** _____

MAJOR: _____ ***BOX #:*** _____

INSTRUCTIONS:

- ✓ ***ALL*** *enrolled cadets must formally notify the Institute of their intent for the next semester. Cadets must either pre-register* ***OR*** *notify the Registrar's Office of their intent to not return for the upcoming full-time semester.*
- ✓ ***Cadets Returning*** *– Please prepare your pre-registration selections from Post View and see your academic adviser to plan your scheduled selections. Each cadet has access to his/her program information thru Post View, and Course information, registration materials, and pre-registration timelines are published in advance of the semester, and can be found on VMI's web at:* http://www.vmi.edu/registrarforms
- ✓ ***Cadets Not Returning*** *– Please complete Section II of this form and return it to the Registrar's Office, 303 Carroll Hall.*
- ✓ *All pre-registration, semester enrollment and course changes are done on-line thru Post View. Cadets are responsible for meeting with their academic adviser and assuring that their registration selections are appropriate for their curriculum and anticipated completion. The academic program evaluation (Degree Audit) is available to all cadets thru Post View.*

NOTE: Cadets MUST have special permission to gain access to courses which they do not meet prerequisites, special approvals, overloads and requests for more than one ½ credit PE course. To obtain the necessary override forms for these functions, please visit the Registrar website at: http://www.vmi.edu/registrarforms

Failure to properly pre-register or notify the Registrar's Office of non-return will result in a penalty for failure to comply, and may result in cadets being administratively withdrawn from the Institute.

SECTION I – WORKSHEET - RETURNING CADETS

DEPT	*COURSE*	*SECT*	*COURSE TITLE*	*CREDITS*	*Office Use Only*

Total Credits: _____

Approval: _____ *Date:*_____
(Academic Adviser)

(Advisers also need to release the advising hold on Post View – To access go to MY ADVISEES, select the cadet name, access the XRST- Release Cadet Restriction, and enter/submit the current date to release the restriction.)

SECTION II – CADETS NOT RETURNING

I hereby notify VMI that I will not be returning for the _____ semester due to the following reason:

- ☐ *Resigning*
- ☐ *Study Abroad*
- ☐ *Graduating - _____*
- ☐ *Completing thru Transfer*
  (10 hour rule)

*Cadet Signature:*_____ *Date:*_____