

# COURSE ADD FORM

## School of Communication and Journalism

First day of class student request form for COMM, CMJN, JRNL, MDIA and PRCM Classes  
THIS FORM IS NOT FOR COMM 1000 courses.

Submit completed form with your unofficial transcript to the instructor on first day of class.

Name:

Auburn email:

Banner #:

Course Number & Title:

Section #	CRN#	Class Day(s)	Time
-----------	------	--------------	------

Instructor's Name:

Major:

If other:

Minor:

If other:

Total Credit Hours Completed:

What semester and year will you graduate?

Why do you need this course?

**PLEASE ATTACH A COPY OF YOUR UNOFFICIAL TRANSCRIPT.** Request will be considered only if a transcript is attached and the form is completed with all necessary information requested.

Student Signature

Date

**Decisions for admittance are based on the following priority:**

1. Is there space available in the class?
2. Is the student on the waitlist for the class?
3. Did the student attend the first day of class?
4. Has the student met the course prerequisites?
  - o *Instructors should check the student's unofficial transcript for confirmation.*
5. Is the student a School major who is a confirmed graduating senior (graduating at the end of the current semester and enrolled in UNIV 4AA0 - LA1)?
6. Is the student a School major who has the highest number of hours completed over the other majors on the waitlist?
7. Is the student a School pre-major and has the highest number of completed hours over other pre-majors on the waitlist?
8. Is the student a School minor and has the highest number of completed hours over other minors the waitlist?

*Note: Non-School majors will be added to courses on a space available basis.*

Instructor signature

Date

**Instructors – Please email this form to Katherine Klick ([kmk0020@auburn.edu](mailto:kmk0020@auburn.edu)) if you approve of the student named above being added to your course. Only instructors can make course add requests.**

**\*\* No forms received directly from students will be honored. \*\***