Student Name

Student ID number

Semester and Year

PTCC e-mail address

1. Student Record needs to be updated

If you check any of the following boxes in this section, submit this form to Student Affairs.

☐ Transfer Course – an Official Transcript is on file.
☐ Test Scores not accurately reflected for Web Registration.
☐ Prerequisite met – not accurately reflected for Web Registration.

2. Need a Waiver or Registration Override for the following courses

<table>
<thead>
<tr>
<th>Course Number</th>
<th>Course Name</th>
<th>Course ID</th>
<th>Instructor's Signature and Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td>Signature: Date:</td>
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</table>

Justification:
___________________________________________________________________________
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NOTE: This form will not be processed unless it is complete.