Student Name: ___________________________ Student ID number: ___________________________

Semester and Year: ___________________________ PTCC e-mail address: ___________________________

1. Student Record needs to be updated

☐ Transfer course – an official transcript is on file
☐ Test Scores not accurately reflected for web registration
☐ Prerequisite met – not accurately reflected for web registration
☐ Registration for independent study
☐ Other: ___________________________

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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<td>Signature: ___________________ Date: ____________</td>
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</tbody>
</table>

Justification: ____________________________________________________________________________________
__________________________________________________________________________________________
__________________________________________________________________________________________

Please submit form to Academic Affairs or email records@pine.edu for processing

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