Pine Technical & Community College

Registration Troubleshooting

Revised: 11/2022

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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

Course Number	Course Name	Course ID	Instructor's Signature and Date
			Signature: Date:
			Signature: Date:
			Signature: Date:

Justification: _____

_____

_____

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

NOTE: This form will not be processed unless it is <u>complete</u>.