



## UNDERGRADUATE EXCEPTION REGISTRATION DEFINITIONS AND PROCEDURES FOR DEPARTMENT USE

### DEFINITIONS:

#### **Exception Registration (handled by Academic Processing Services)**

This process is designed to accommodate exceptional registration for a student who needs to get in or out of a course but cannot do so on his/her own due to constraints or extenuating circumstances (e.g. not in the major, no prerequisites, requirement for a senior). Both departmental approval and the student's signature are mandatory.

**Dates Used:** before or after the Departmental Force Registration timeframe.

**Processed by:** Academic Processing Services Staff ONLY.

#### **Departmental Force Registration (handled by Department)**

Departments may process drop/add registration on line for students into department courses during scheduled Force Registration periods. Departmental Force Registration is possible only if the section capacity has been reached and force capacity has not been reached.

**Dates Used:** Departmental Force Registration access opens date (after initial registration windows are completed) through the end of the second week of classes.

**Processed by:** Department in which the course is offered.

### PROCEDURES:

The Exception Registration form should be used for extenuating circumstances for registration to a student's record and/or when the course has reached its capacity and the force cap has not been reached. It is to be used before or after the Departmental Force Registration access period.

#### **Steps in Processing Exception Registration:**

1. Does the student have any checkstops? Do not begin this process if the student has a checkstop. (The student can look on MyUB.)
2. The student requests the **Exception Registration** form from the department.  
**(NOTE: Form is available on the SARFS Office Web site - <http://src.buffalo.edu/office>)**
3. The student completes and signs form (mandatory)
4. The student receives approvals from the instructor and department (mandatory)
5. Completed form - department can deliver, mail or FAX to the address below: