



Office of Professional Development

Student Registration Issue Form

(PLEASE USE LEGIBLE HANDWRITING)

Last Name: _____ First Name: _____ UCF ID (#####): _____

Cell Phone: _____ Email: _____@knights.ucf.edu

Please select your current status:

☐

Pre/Pending Major

☐

Admitted to Major

Is supported documentation attached (Test/CLEP scores, Unofficial Transcripts)?

☐

Yes

☐

No

Please indicate the classes you are having issues enrolling into and why you are unable to enroll:

Semester/Year:		
Prefix (ACG)	Course # (2021)	Class # (12958)

ALL COURSE INFORMATION MUST BE PROVIDED OR THE FORM **WILL NOT** BE PROCESSED.

YOU **WILL NOT** BE PERMITTED INTO RESTRICTED UPPER LEVEL MAJOR COURSES IF YOU HAVE NOT YET BEEN ADMITTED TO THE DECLARED MAJOR.

TIME CONFLICTS ARE **NOT** PERMITTED FOR LECTURE CAPTURE COURSES.

OPD **WILL NOT** ENROLL YOU IN THE COURSE(S). IT IS YOUR RESPONSIBILITY TO ENROLL IN COURSES.

Students Read the Following Statement Carefully:

"I have read the Student Financial Responsibility Statement and Promise to Pay documents as provided by my advising office. I further understand that said document includes course enrollment facilitated by a university representative. By signing here, I accept the terms of this agreement." <https://studentaccounts.ucf.edu/wp-content/uploads/sites/6/Student-Financial-Responsibility-Statement-and-Promise-to-Pay.pdf>

Signature on this form constitutes agreement.



Student Signature: _____ Date: _____

Please allow 3-5 business days to process

OPD USE ONLY

PERMISSION: YES ☐

NO ☐

NOTES: _____

SEQUENCE #: _____

DATE: _____

INITIALS: _____

CALLED / VOICEMAIL / EMAIL

DATE: _____

INITIALS: _____

RESUBMISSION: _____

INITIALS: _____

CALLED / VOICEMAIL / EMAIL

DATE: _____

INITIALS: _____