

CBC Undergraduate Class Enrollment Request Form**Form Information**

To allow students to request enrollment in CHEM or BIOC classes when they are currently taking the pre-requisite classes or intend to take pre-requisite classes over the break.

This form will be checked the morning of each Priority registration day, starting at 9am. If you submit it after your enrollment appointment, you will need to wait until the next day it is checked to be enrolled. *This process is not automatic and requires department staff availability.*

After Priority registration, this form will be checked each Monday until August 16th. After August 16th, you *must* have the pre-requisites completed to be enrolled.

Required documentation examples:

An unofficial transcript from another institution

An unofficial score report (AP/IB/CLEP)

Math Placement scores in UAccess (will be checked)

Pre-requisites in UAccess (will be checked)

This form is NOT for the following:

Permission to not take pre-requisites

Obtaining instructor permission to take a class

Enrolling in AZOnline BIOC 384/385

Classes that are not CHEM or BIOC

Enrollment Policies

If this form is not filled out completely, you will not be enrolled.

CBC will not drop any classes from your schedule to enroll you into CHEM/BIOC.

It is your responsibility to read and follow all policies, laid out by the university and CBC, for enrollment.

Please only submit this form once for your requested class. Additional submissions should be for more than one CBC class.

To cancel your enrollment after submitting the form, you can drop the class in which you've been enrolled or email cbc-advising@distribution.arizona.edu before your enrollment appointment date.

Transfer Class Policies

You must send your unofficial transcript to cbc-advising@distribution.arizona.edu.

You must have your official transcript sent to UA immediately after your final grades post.

CBC will not accept pre-requisite classes which end after January 13th (Monday before 1st day of class).

CBC will not accept transfer grades of D or E per university policy.

Important Deadlines**Monday, January 6th**

Reminder emails will be sent to students who have not submitted their unofficial transcripts or other proof of their pre-requisites to cbc-advising@distribution.arizona.edu.

Monday, January 13th

Students will be dropped from classes if they have not sent their unofficial transcripts or proof of their other pre-requisites to cbc-advising@distribution.arizona.edu.