UNIVERSITY of LA VERNE

Request to enroll in Graduate Courses Prior to Completion of the Bachelor's Degree

Undergraduate students who wish to take courses for graduate credit must:

1) Have applied for graduation;
2) Be within eight (8) semester hours of completing the bachelor's degree;
3) Be currently enrolled in all final requirements for the bachelor's degree.

Approval to register in graduate level courses must be obtained from the Program Advisor, Academic Dean, and Registrar. **Submit this form to your undergraduate academic advisor at least three weeks prior to the beginning of the registration period. Undergraduates may not take 500 or 600-level courses without prior approval;** 400-level courses may be taken for undergraduate level credit without prior approval. **Approval must be obtained prior to enrollment in graduate courses.**

To be completed by student

Name:	Student ID#:
Major:	Program Location:

List the undergraduate courses you need and/or are enrolled in to complete your bachelor's degree.					
Department	Number	Title	Semester Hrs.	College	Term/Year

List the graduate courses you would like to enroll in prior to completion of the bachelor's degree.					
Department	Number	Title	Semester Hrs.	College	Term/Year

I understand that successful completion of the courses listed on this form does not guarantee admission into the graduate program. I understand that I must submit a formal application and complete the admission process prior to the completion of six units of graduate credit. I also understand that this form is not a registration form and I am responsible for adding the courses listed above.

Student's Signature: _____ Date: _____

RETURN FORM TO YOUR UNDERGRADUATE ACADEMIC ADVISOR

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1. Academic Advisor Support:

_____

Signature Date

2. Graduate Program Chair:

_____

Signature Date

3. **Registrar's Office Verification**:

Approved by: _____ / Date: _____

Total semester hours completed: _____as of: _____ / Additional semester hours needed to graduate: _____

Entered in SPACMNT: _____ / Override entered in SFASRPO: _____ / Email Sent: _____