



Registrar's Office
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 registration@lethbridgecollege.ca

REQUEST FOR SPECIAL CASE REGISTRATION

Instructions:

You may be eligible to register in a course that you are not able to self-register in. To determine your eligibility, refer to the chart on page 2 of this form.

Once you have completed the form, please submit it to your Program Assistant. Please note that this request does not guarantee that you'll be able to get into the course(s) and the review process may take up to 4 weeks. Please check your Lethbridge College email for our response.

Student Information:

Student ID:

Birth Date: YYYY-MM-DD

LAST NAME:

FIRST NAME:

MIDDLE NAME:

Term e.g. 22WN	Course Prefix e.g. PSY-1150	Section e.g. C01	Rationale for Request (*) indicates a rationale must be provided.	Approved/Not Approved (Associate Dean Only)

Rationale: _____

I have met with an Academic Advisor (if necessary) and have attached my advising plan for review (see page 2 for details)

Student Signature: _____ Date: _____

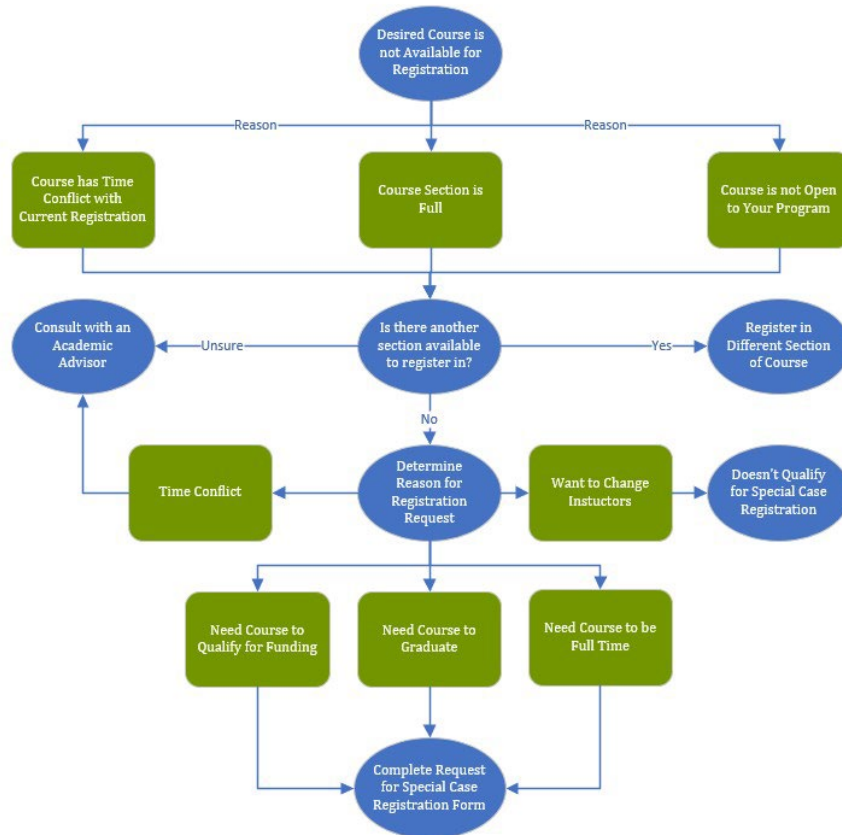
Office Use Only

Processed By	Signature:
Associate Dean	
Comments:	
Registration:	

Instructions for Completing the Special Case Registration Form

If you are unable to register in a course section, you may be able to troubleshoot based on the registration error you receive. Before completing the Special Case Registration form, you can check the [Registration Website – Common Registration Errors](#) to determine if you need permission to register in the course.

Flow Chart to Determine Special Registration Qualifications



Academic Advising Consultation

If you have discussed your request with an Academic Advisor, please include your advising plan with your request when submitting to the Program Assistant. You will be required to submit a copy of your class schedule as well as your My Progress Report which can be found within Self Service, Academics, Student Planning, My Progress.