

**Second Time Enrollment within a Term**

This form will be used to request second time enrollment within a term. Students who have already taken a course during the first sessions of a semester (M5A, M8A, S8A and DD1) would need to complete this form. If you receive a passing grade (A, B, C or P) during one of the first sessions, you will receive a course duplication-no credit earned message on your transcript. If you do not pass your first session course, the grade will be replaced.

Please refer to: <https://policy.nau.edu/policy/policy.aspx?num=100315> for more information.

Student Name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student ID Number\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Last First MI

Student Email\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Student Phone #\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**1st Attempt Information:**

Term ☐ M5A ☐ M8A ☐ S8A ☐ DD1 ☐ 75A

**Please enroll me in the following:**

**2nd Attempt Enrollment:**

Term [ ]  M5B, M8B, M5C [ ]  S8B, 75B [ ]  DD2 [ ]  DD3

**Class Information:** Course Title\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Class Number\_\_\_\_\_\_ Add to Wait List if class is full\_\_\_\_\_\_\_\_

Second Choice Class Number\_\_\_\_\_\_ Add to Wait List if class is full\_\_\_\_\_\_\_\_

Course Prefix \_\_\_\_\_\_\_\_\_\_\_\_\_ Number\_\_\_\_\_ # of Units \_\_\_\_ Lab Class Number\_\_\_\_\_ Add to Wait List if class is full\_\_\_\_\_\_

**By signing this form, I acknowledge the above information.**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Student’s Signature Date**

**Please return the completed form in person, via fax or email to:**

**Office of the Registrar**

Gammage Building (Building #1)

928-523-1414 (Fax)

Registrar.Enrollment@nau.edu

Processed By\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_