

Instructions for completing the Course Request Form

- It is important that you complete and fax the Course Request Form as soon as possible (Page 2).
- Submitting your form on time will increase your chances of getting the courses you want!
- You have two choices for submitting your course requests to us:

Option #1:

You may send it via fax:

**ATTN: Steven Wildhaber – Study Abroad
+1.530.898.6889**

or

Option #2:

You may email the form to:

exchange@csuchico.edu

The Class Schedule for fall 2014 can be found at: <http://cypress.csuchico.edu/APO/classschedule/fa2014/>

Course descriptions can be found at: <http://catalog.csuchico.edu/viewer/13/search/courses.html>

Pay close attention to the following details when choosing courses:

- The pre-requisites needed for the courses you would like
- Choose courses according to **your level** in school
- Make certain that you have completed all **pre-requisites** (or their equivalent) for the courses you select. Consult with an academic advisor at your home university if you are not certain whether or not you have taken the necessary pre-requisites. If there is a pre-requisite, please let us know what course you have taken to meet that requirement.
- Don't forget you are **welcome to take courses outside of your major** if you wish. Many students enjoy taking classes in Kinesiology.
- For each course you choose, please let us know if you are willing to accept any section of the course (i.e., you don't care what time it is offered, just that you get the course)
- We require students list at least 8 course options. Be sure to list them in order of importance.

100–199: Freshmen or 1st Year, Lower-Division

These courses are designed for freshmen, but may be taken by others.

200–299: Sophomore or 2nd Year, Lower-Division

These courses are designed for sophomores, but may be taken by others.

300–399: Junior or 3rd Year, Upper-Division

These courses are designed for juniors, but may be taken by others. They generally require prior knowledge of the area of study.

400–499: Senior or 4th Year, Upper-Division or Graduate

These courses are designed for seniors. It assumes considerable prerequisite knowledge and experience.

600–699: Graduate

Graduate courses are open to post-baccalaureate students only, except that undergraduates with permission of the Dean of the Graduate School may enroll.

Student Information:

Name	
Student ID #	Office Use Only
E-mail Address	
Birthday (month/day/year)	

COURSE REQUESTS:

Be sure to identify if you have met the prerequisite

Example:

	Registration Number (4 Digits)	Course description (ex. ENGL 001)	Course Section	Course Title	Will you accept any section? (yes or no)	
1.	course choice	3906	ACCT 202	03	Intro to Man. Account	Yes
	<i>Pre-requisite</i>	<i>ACCT 201: I took "Intro to Accounting" at my home university</i>				

FALL 2014

	Registration Number (4 Digits)	Course description (ex. ENGL 101)	Course Section	Course Title	Will you accept any section? (yes or no)
1.	course choice				
	<i>Pre-requisite</i>				
2.	course choice				
	<i>Pre-requisite</i>				
3.	course choice				
	<i>Pre-requisite</i>				
4.	course choice				
	<i>Pre-requisite</i>				
5.	course choice				
	<i>Pre-requisite</i>				
6.	course choice				
	<i>Pre-requisite</i>				
7.	course choice				
	<i>Pre-requisite</i>				
8.	course choice				
	<i>Pre-requisite</i>				
9.	course choice				
	<i>Pre-requisite</i>				
10.	course choice				
	<i>Pre-requisite</i>				
11.	course choice				
	<i>Pre-requisite</i>				
12.	course choice				
	<i>Pre-requisite</i>				
13.	course choice				
	<i>Pre-requisite</i>				
14.	course choice				
	<i>Pre-requisite</i>				