

# Course Request Form

## READ THE INSTRUCTIONS BELOW CAREFULLY

As part of your application process, you must fill out this form and have it reviewed, approved, and signed by your academic advisor at your home campus. After obtaining the signature, you need to upload the signed form to The Compass. Your application will only be considered complete once this form has been uploaded.

In this form, you need to list the classes you need and/or want to take for the semester you're applying to be a Global Scholar. This is a requirement from your academic department at RIT Rochester. Include your top priority classes as well as alternative options in case your first choices are full. Thoughtfully planning is crucial. This proactive approach increases your chances of having a successful Global Scholar experience by ensuring you have suitable class options if your preferred selections are unavailable.

### ATTENTION!

Submitting a course request form as part of your application does not guarantee a spot in the classes you listed, whether they are your first choices or backup options.

Your department will take the classes you are requesting into consideration when making their decision. It is important to be mindful when filling out this form and ensure that you are requesting classes for which you already have the prerequisites or are in the process of obtaining them.

### HOW TO SAVE THIS FORM BEFORE UPLOADING IN THE COMPASS:

Scan the complete and signed hard copy of the Course Request Form. Make sure is a good scan. Most smart phones have capabilities to scan documents, so please use the best technology you have available to do this.

Label the file with your given name, last name, and the semester you expect to enroll in these classes. Example: Tony \_Stark \_Fall 24.

If you are applying for two semesters, you need to upload a course request form for each semester.

Full Name (First & Last)

---

UID

---

RIT Username

---

Advisor's Name

---

Plan code as listed on SIS

---

### Course selection: Top choices

Alphanumeric course code (4 letters 3 numbers)	Course name	Credits

## Course selection: Alternate Choices

Alphanumeric course code (4 letters 3 numbers)	Course name	Credits

## For student to complete:

- By checking this box, I confirm that all co-op experiences I have completed are accurately recorded in my SIS records. If any are missing or incorrect, I will update them promptly. I understand that failing to do so could impact my department's decision regarding my acceptance into the Global Scholar Program.

---

## For home campus academic advisor to complete:

- By checking this box, I verify that this student meets all necessary requirements for the classes they have requested, or is actively working to fulfill them. If admitted, the student will have completed these requirements by the time they arrive at RIT Rochester.

Advisor Name

---

Advisor Signature

---

Today's Date

---