

## **IMPORTANT NOTICE TO STUDENTS TAKING COLLEGE OF BUSINESS COURSES (November 5, 2007)**

Effective immediately there will be new requirements for getting signed into a College of Business (CB) class using the traditional "blue forms." Previously, students have been allowed to add classes at the instructor's discretion, but now all instructors must follow a standard College of Business process when allowing students into their classes using the blue Schedule Change Form.

- Students will NOT be allowed into a class if they have not met the prerequisites. If for some reason a student manages to enroll in a class for which they have not met the prerequisites, they will be dropped from the class.
- The only acceptable reason to enroll in a class using the blue override form is to exceed the class limit or waive a time conflict with an instructor's approval.
- Students insisting on requesting prerequisite override or faculty permission must now attach the following information to the Change of Schedule form:
  - Statement of justification and a copy of your Degree Progress (CAPS) report.
  - Signatures must be obtained by the professor, department chair, and the Associate Dean, prior to students being actually enrolled in the course.
  - Completed forms, with all attachments, should be submitted to the CB administrative office at your primary campus.

The new process is designed to help insure your academic success and timely graduation. As a Central student, it is your responsibility to know all requirements needed for graduation in your program and prerequisites for required courses. If you have not developed your tentative class schedule from now until your graduation, it would be prudent to do so at this time.

For additional information visit the COB Student Resource link:

<http://www.cwu.edu/~cob/students/studentres.html>