



College of Information and Cyberspace  
National Defense University

*The Global Hub for Education, and Connecting Information Age Leaders*

## CIC Course Registration Request Form

This form is to be used to request registration for courses for the 2019-2020 Academic Year. In order to register for courses, you must already be an admitted student into an CIC certificate, degree, or non-degree seeking program. Additionally, you must have completed the IA requirements found at [http://www.ndu.edu/Students/IA\\_NonJPME/](http://www.ndu.edu/Students/IA_NonJPME/). **Students submitting a course request without having completed the IA Compliance will be placed on the course "waitlist" until such time that the compliance has been confirmed. At that time, students may be placed into the course active roster, space permitting.**

**AY 2019 - 2020 IA Compliance Documents must be renewed after April 1, 2019. Forms submitted to fulfill the AY20 IA Compliance Requirement that are dated and/or completed prior to April 1, 2019 will be returned to the student for resubmission.**

### Instructions

Fill in each field in the form completely. In the course request section, you may select up to three courses, in order of preference. You will be enrolled in the first course, in your stated order of preference, that has not reached maximum enrollment capacity. You may select one course to be placed on the waitlist if desired. Please indicate which course in the appropriate column.

Incomplete forms will not be considered. **Only one course enrollment will result from each course request form.** Please await the results of each form before submitting additional requests.

You will receive a registration confirmation email with the results of this request within 3-5 business days. Questions concerning admission should be addressed to the Office of Student Services either by telephone (202-685-6300; DSN 325-6300) or by e-mail [CiCOSS@ndu.edu](mailto:CiCOSS@ndu.edu).  
**Submission:** This form may be submitted either via email or fax.

Email: [CiCOSS@ndu.edu](mailto:CiCOSS@ndu.edu)

Fax: 202-685-4860

DSN: 325-4860

### Multiple Registrations Policy

Students may register for one or more eResident offerings when instructional periods do not overlap (i.e., the instructional period in the first three weeks of a course).

Students may register for two concurrent Distributed Learning (DL) courses per term.

Students may be enrolled in one DL offering and one or more eResident at a time as long as the eResident instructional periods do not overlap.

First Name

Last Name

Middle Initial

Email Address

Phone Number

**Course Request**

Course Abbr. Pref. 1, (ex. ATO) Course Start Date Course # Section Waitlist if not Available

Course Abbr. Pref. 2, (ex. CIO) Course Start Date Course # Section Waitlist if not Available

Course Abbr. Pref. 3 (ex. WGV) Course Start Date Course # Section Waitlist if not Available

**If a course is canceled the student is required to submit a new course request. The Office of Student Services does not retain your previously submitted request after you have been officially enrolled into your requested course and provided with a course confirmation.**