CIC Course Registration Request Form

This form is to be used to request registration for courses for the 2020-2021 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/. **Students submitting a course request without having completed the IA Compliance Requirement will be placed on the course's "waitlist" until such time that compliance has been confirmed. At that time, students may be placed onto the course's enrolled roster, space permitting.**

AY 2020 - 2021 IA Compliance Documents must be renewed after April 1, 2020. Forms submitted to fulfill the AY21 IA Compliance Requirement that are dated and/or completed prior to April 1, 2020 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).

Submission: This form may be submitted either via email or fax.

Email: CiCOSS@ndu.edu   Fax: 202-685-4860   **DSN:** 325-4860

Multiple Registrations Policy

Students may register for two DL courses concurrently. Students on an academic probation status must seek permission for entry to multiple DL offerings. Requests must be submitted to the CIC Office of Student Services in writing (CICOSS@ndu.edu; Fax: 202-685-4860) no later than 2 weeks prior to the course start date.

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.