Reserved and Restricted Seating Application

Office of the Registrar

Semester: ____________________ Date: ____________________

Department submitting request: ________________________________________________________

Subject Code & Course Number: _________________________________________________________

Course Title: _______________________________________________________________________

ALL sections (check box if applicable) If not, list specific sections with CRNs here: ________________

Reserved Seating

Total Section Capacity: ______________

Please insert the number of seats to be reserved for each group in the spaces below: CIRCLE Yes or No

Level: UG ______ GR ______

College: AE ______ AS ______ BU ______ ED ______ EN ______ IC ______ Overflow Y/ N

Class: FR ______ SO ______ JR ______ SR ______ Overflow Y/ N

Cohort: 1st Year ______ 2nd Year ______ 3rd Year ______ 4th Year ______ Overflow Y/ N

Majors*** Major Code ____________ Major Code ____________ Overflow Y/ N

***Unless directed below in comments we will include 1st and 2nd majors and minors

Degree Degree Code: ____________ Number of Seats: ______ Overflow Y/ N

Degree Code: ____________ Number of Seats: ______ Overflow Y/ N

Example: Degree Code: BSIBE 15 Degree Code: BSBU 20

Other requested Reservation (if possible) Code: ______ Number of Seats: ______

In the blank fields please put in the number of seats to be reserved for the code labeled.
If two blanks are there, please put code and the number of seats.

Comments: (for further explanation if needed)

Contact person for clarification ____________________________________________ (Name and e-mail) ____________ (phone extension) ____________

APPROVALS:

Department Chairperson ____________________________________________ Date: ____________________

Associate Dean ____________________________________________ Date: ____________________

Registrar’s Office Use Only

Received Date: ____________________ Rejected by Registrar: ____________________

Entered by: ____________________ Date: ____________________

Date: ____________________ Email Acknowledgement sent: ____________________ Date: ____________________