BARUCH COLLEGE / CUNY
ZICKLIN SCHOOL OF BUSINESS
OFFICE OF GRADUATE ACADEMIC SERVICES
One Bernard Baruch Way/Box B13-221
New York, New York 10010
Tel: (646) 312-3140 Fax: (646)312-3141

COURSE REQUEST SLIP

INSTRUCTIONS

- Waiting lists will be maintained for closed courses. Priority on waiting lists is determined primarily by the number of degree credits completed, to date, and the number of credits remaining for the degree. There is no guarantee that closed courses will re-open.
- Do not delay registration for suitable open courses.
- Put all course requests on one form.
- On the date specified in the schedule of classes, try again to register for your requested course. If a seat is available, the BOSS system will automatically accept your registration.
- Please consult the Office of Graduate Academic Services if you need advisement about your course schedule.

Date of Request: _____

Name _____ SS# _____–____–_____
Last First M.I.

Phone (Day) _____ (Evening) _____ E-Mail _____

Degree _____ Field _____

Semester Entered _____ Full-Time ☐ Part-Time ☐ Type Of Visa : _____

Of Credits Completed To Date _____ # Of Credits Remaining In Program _____
(*Do not include course waivers in your calculations)*

COURSE (S) REQUESTED:	REASON (S):
DEPT. (*e.g., ACC)* COURSE # (e.g. 9100) DAY/TIME (e.g MW 6-7:15) _____ _____ _____ _____	
LIST COURSES FOR WHICH YOU ARE *ALREADY* REGISTERED: _____ _____ _____ _____	**FOR OFFICE USE ONLY**