

## MATH CLASS EXCHANGE REQUEST

The Nevada System of Higher Education has a policy that requires all degree seeking students to be continuously enrolled in a math class until they have completed a college level degree applicable math class, to assist with student success and degree completion. Students may not drop a math class without permission from a WNC counselor.

Students who wish to enroll in a different math class may use this form to exchange from one math class or section of a math class to another.

Submission of this form authorizes Admissions and Records staff to adjust enrollment as requested below. All enrollment requests are subject to approval; the student is responsible to check their account in myWNC to determine if the enrollment request was processed, to check for the accuracy of the enrollment (if applicable), and to make payment according to payment deadlines.

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Student First Name	Last Name	Student ID Number	Phone	Semester
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Student Signature	Date
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**Requests to exchange into full classes will not be processed unless consent is granted by the applicable division.\***

Instructor permission is not required until the second week of the semester, an even exchange form is required during the second week of the semester or later for full-term class(es).

**Course(s) to add:**

1) Course Registration Number (i.e. 32876) : \_\_\_\_\_ Prefix/Number (i.e. BUS 101) : \_\_\_\_\_  Credit  Audit  
 Is the class full?  Yes  No NOTE: If the class is full, request will not be processed unless division has granted consent.

2) Course Registration Number (i.e. 32876) : \_\_\_\_\_ Prefix/Number (i.e. BUS 101) : \_\_\_\_\_  Credit  Audit  
 Is the class full?  Yes  No NOTE: If the class is full, request will not be processed unless division has granted consent.

**Course(s) to drop:**

1) Course Number: \_\_\_\_\_ Prefix/Number: \_\_\_\_\_

2) Course Number: \_\_\_\_\_ Prefix/Number: \_\_\_\_\_

3) Course Number: \_\_\_\_\_ Prefix/Number: \_\_\_\_\_

**\*Division Approval** (for full classes listed): \_\_\_\_\_

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Division	Signature	Date
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