REQUEST TO ADD A STPEC COURSE

PLEASE NOTE: Instructors are not able to "officially" add students into a class. If you want your name to be added to the course roster from Whitmore, you must complete this form.

This form will be used to add you either directly to the roster of your requested course or to the wait list which will be processed on December 11 and again after the class has met at least one time.

PLEASE READ THE STPEC REGISTRATION REQUEST AND ADD/DROP GUIDELINES PRINTED ON THE BACK OF THIS FORM

• Please fill out this form completely and accurately.
• *Forms which are not complete and legible will not be processed!*
• Please leave your completed form in the STPEC office mailbox for Deborah Reiter.
• Most importantly, if you wish to add a STPEC course, you should be certain to attend the first two meetings of the class.

TODAY'S DATE: _____________________

FULL NAME: _____________________________________________________

PHONE: ___________________________ E-MAIL: _______________________

STUDENT ID# (SPIRE): ______________________

Major: __________________________ Class Year (expected graduation year): __________

Are you a: _____ UMass Undergrad? _____ Postgrad? _____ Five College Student?

CHECK ALL STATEMENTS WHICH APPLY TO YOU. You must check at least at least one reason for your request to be considered:

This request is in reference to:

_____ STPEC 101 Intro to STPEC  _____ STPEC 391H Seminar I
_____ STPEC 392H Seminar II  _____ STPEC 393A Junior Writing
_____ STPEC 190A Introduction to Radical Social Theory in Historical Context
_____ STPEC 491H: The Political Economy of the Arab Uprisings – Omar Dahi
_____ STPEC 492H: Decolonizing Performances (of resistance) – Claudio Moreira

REASON: I am requesting this because:

_____ I am a sophomore requesting Junior Writing.
_____ I am in the correct class year to register for this class, but I cannot add this course myself because...

______________________________________________________________________________

_____ Other! ______________________________________________________________________

If you have a special need to take this class during the Spring 2016 semester please state your case here:
STPEC REGISTRATION AND ADD REQUEST GUIDELINES FOR Spring 2016

For courses which are over 75% full, requests will be processed after the first week of classes and will be prioritized according to the following guidelines:
1. Special Needs Students (i.e.; a Junior who is going abroad for a year and who needs to graduate on time).
2. Seniors will have priority over Juniors who will have priority over Sophomores.
3. Students with the same graduation status will be prioritized on a first come first served basis.

To add a STPEC Internship, please fill out a STPEC Internship Form;
to add a STPEC Independent Study, please fill out a STPEC Independent Study Form;
for all other STPEC courses which are not listed on page one please use SPIRE to add - or, if this is not possible, contact the instructor of the course.

Commonwealth College Students
Courses toward the Culminating Experience:
If you would like to take STPEC 499Y, 499T (Research and Thesis) or 499P (Project) you will need to register through the Commonwealth College Office.

PLEASE NOTE: Students must complete STPEC 391H before they will be able to take any other STPEC seminars. If you are in STPEC 391H now you will be able to register for other STPEC seminars, but if you have not completed STPEC 391H by Monday, January 11 you will be taken off of any other STPEC seminar rosters.

Special Note: We cannot add you into a course if it will take you over your credit limit or if it will create a time conflict in your schedule. If you are planning on dropping courses, please remember that we will not be able to process this add form until you have dropped enough courses to have the required number of credits available. If you are afraid to drop before you are certain you will be put into your requested course you should speak with Deborah when you turn in this form. If you need a credit override to allow you to take more than the normally allowed number of credits, you must apply to the SBS Advising Office in 128 Thompson Hall. Your verbal assurance that you intend to drop other courses or obtain an override is not enough. The computer simply will not allow us to add any more courses to your schedule if you do not have enough credits available.