

INSTRUCTIONS FOR PETITION TO ADD A CLASS

Office of Undergraduate Programs, Nelson 2150

Follow the steps below to request a seat in a CLOSED or RESTRICTED College of Management section (ACC, BUS, EC or MIE):

1. Note the deadlines listed below and **verify the date that you are eligible to submit a petition**. Petitions submitted prior to the appropriate date will not be reviewed.
 - Fall 2009 dates:*
 - *College of Management majors may petition for any College of Management (ACC, BUS, EC or MIE) course from Wednesday, August 19 - Tuesday, August 25.*
 - *NON-College of Management majors (including minors and non-degree seeking students) may petition for:*
 - *ACC and EC courses Wednesday, August 19 - Tuesday, August 25*
 - *BUS and MIE courses on Monday, August 24 & Tuesday, August 25 only*
 - *No petitions accepted or class adds after Tuesday, August 25 at 4 pm - NO EXCEPTIONS!*
2. **Read the Petition to Add a Class and fill it out completely.** Failure to complete all information and attach required documentation will prevent review of your petition.
3. You **MUST attach a copy** of your DEGREE AUDIT, ACADEMIC TOTALS, and CURRENT CLASS SCHEDULE-SCHEDULE GRID VIEW. Failure to attach the proper documentation will prevent review of your petition.
 - For your degree audit and academic totals, go to www.ncsu.edu → MyPack Portal → Login with your unity ID and password → For Students → Select Degree Audit (under Degree Programs/Graduation)
 - For your class schedule, go to www.ncsu.edu → MyPack Portal → Login with your unity ID and password → For Students → Select My Class Schedule (under Enrollment, make sure to print Schedule Grid View)
 - You must attach all three documents, even if this is your first semester at NC State.

*If you are a non-degree seeking (NDS) student, attach your unofficial NC State transcript. As an NDS student, if this is your first semester at NC State, you will not have an NC State transcript – please make this note on your petition.
4. **Submit your completed petition with all required documentation by 4:00 pm** today (this is Day 1).
5. On the next business day, (Day 2), check the list outside of Nelson 2150 to see if your petition was approved. The list will be posted at 9 am. Being on the list does not automatically add you to the course section!
6. If your petition was approved, you must **claim your seat** with the receptionist at the front desk of Nelson 2150 by 4 pm on the posting date (Day 2).
 - a. You **MUST** have your Student ID card to claim your seat.
 - b. If you do not claim your seat by 4 pm on Day 2, you will forfeit the seat.

Important Notes:

- NO petitions will be accepted after 4pm Tuesday, August 25 - NO EXCEPTIONS!
- If your petition is not approved DO NOT bother the instructor (emails, phone calls, notes, appointments, etc.). Class adds can only be approved by the Office of Undergraduate Programs for College of Management courses.
- Falsifying information on the Petition to Add a Class will be considered a violation of academic integrity and will be reported to the Office of Student Conduct.