DRAKE UNIVERSITY NON-DEGREE-SEEKING STUDENT REQUEST FOR REGISTRATION

For non-Drake students who wish to enroll in Drake classes without pursuing a Drake degree

STUDENT INFORMATION – Please print clearly and answer every question completely to ensure timely processing.

Last Name _____ First Name _____ Middle Name _____

Street Address _____ City _____ State _____ ZIP _____

Social Security Number* _____ Date of Birth _____ Phone _____

Email Address (Drake will use this address to confirm this registration request.) _____

***Drake University uses Social Security Numbers for federal tax reporting purposes. Listing your Social Security number is optional unless you intend to receive financial aid or scholarships.**

Have you ever applied to Drake?

☐ Y ☐ N If yes, when? _____ Semester, Year

Have you ever attended Drake?

☐ Y ☐ N If yes, when? _____ Semester, Year

Ethnicity

- ☐ African American
- ☐ American Indian/Alaskan Native
- ☐ Asian/Pacific Islander
- ☐ Hispanic/Latino
- ☐ Native Hawaiian/Other Pacific Islander
- ☐ White

Gender: ☐ M ☐ F

Are you a U.S. Citizen? ☐ Y ☐ N

SCHOOL INFORMATION – Please list the names of all the schools that you have attended.

Name of High School* (Attach a separate sheet if necessary.)	**City, State**	**Years Attended**
Name of College or University** (Attach a separate sheet if necessary.)	**City, State**	**Years Attended**

**** High school students must meet minimum eligibility requirements. Additional information can be obtained from the Office of Admissions or at http://www.drake.edu/admission/ugrad/admission/postsecondary.php***

*****Additional documentation, such as transcripts and/or official test scores, may be required to prove that course pre-requisites have been met.***

COURSE INFORMATION – Please list your preferred classes.

	Semester, Year	**Subject**	**Course #**	**Preferred CRN**	**Alternate CRN's**
Course 1					
Course 2					
Course 3					
Course 4					

The Drake schedule of classes can be accessed via the Quick Links menu on the www.drake.edu home page.

- Fall schedules are published in early March. Summer and spring schedules are published in early October.
- Click the title of the section in which you are interested to find more details about the class, such as the name of the instructor, meeting times and dates, prerequisites, seat availability, and other registration restrictions.
- Non-Drake students who wish to enroll in classes for which prerequisites or other restrictions exist may receive special approval from the instructor or the department. Such approval must be documented and submitted to the Office of Student Records.

My signature below signifies that I understand the following:

- The information that I have provided on this request form is true and correct.
- My official transcript is a permanent record of my academic performance at Drake University and cannot be altered.
- I am responsible for understanding and abiding by all policies and procedures of Drake University, including deadlines and procedures for fee payment and adding and dropping classes. Such information can be found on the Student Records and Student Accounts areas of the Drake home page, www.drake.edu.
- This request form does not guarantee my enrollment in a course or admission to a program at Drake University. Drake will confirm my registration at the email address I listed above.

_____ _____

Signature of Individual Making this Request **Date**

TO SUBMIT VIA MAIL:

Drake University
Office of Student Records
2507 University Ave
Des Moines, IA 50311

TO SUBMIT VIA FAX:

(515) 271-3977

Please allow up to 5 business days for processing.

FOR OFFICE USE ONLY:

Drake Official Who Received This Request: _____

Student's Assigned Drake ID Number: _____