



BOISE STATE UNIVERSITY
COLLEGE OF ARTS AND SCIENCES
Department of Mathematics

How to obtain permission to Exceed the Maximum Course Registration from the Mathematics Department ?

If you have taken a Mathematics course at Boise State more than two times and try to enroll again then you will need to complete the form *Request to Exceed Maximum Course Registration* from the registrar's page:

<http://registrar.boisestate.edu/wp-content/uploads/2011/07/max-course.pdf>

Before you contact the Mathematics Department please complete the form, in particular the justification and get **signature from your academic advisor**. Then send email from your u.boisestate account to office@math.boisestate.edu , including all of the following:

- (a) Your name and student ID,
- (b) The course name and number for which you need to exceed maximum course registration,
- (c) The names of instructors of the sections of the course you have already taken (if you recall those),

and ask for an appointment with the Associate Chair of the Mathematics Department. You can also, with the above information (a)-(c) at hand, call (208) 426-1172 or drop by the Mathematics Department Office in room 235 of the Mathematics Building.

The meeting with the Associate Chair will usually not take longer than fifteen minutes. Its purpose is to discuss ways to increase your chances of success when retaking the course (*What went wrong the first times and what will be different this time?*).

After you have received signature from the Associate Chair you can take the completed form to the registrar's office to get a permission number.

If you have any further questions please send email from your u.boisestate account to ukaiser@boisestate.edu . (June 4, 2014)