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| Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | ID#: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Home School: 🞏 Arts & Sciences 🞏 Business 🞏 Jepson | Advisor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Primary Major:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Additional  Major(s)/Minor(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Institution Abroad:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Country: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |
| Return Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ | Expected Grad. Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

This form will be used in the event you cannot access BannerWeb for your registration while abroad. R**egistration for Spring 2020 will be October 28 – November 8, 2019.** Detailed information for registration from abroad will be posted on the Registrar’s website.

Please list the courses that you would like to take for the Spring 2020 semester in order of preference and importance. **Do not limit your requests to a few specific courses.** The Registrar’s Office staff can only register you for the specific courses requested below. Frequently, students request specific courses which are not available at registration time. For example: if any 300-level course in your major will work towards satisfying requirements, please indicate this so that the Registrar's Office has the widest range of possibilities to choose from in your absence. ***As long as a signature release is on file, requests can be made by emailing this form to registrar@richmond.edu no later than Thursday, October 24, 2019***

**You may access your schedule on BannerWeb at** [https://bannerweb.richmond.edu/](https://bannerweb.richmond.edu/%20)  **after registration.**

**Preferences:**

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| --- | --- | --- | --- | --- | --- |
| **Subject** | **Course #** | **Course Name** | **CRN** | **Check here if other sections of same course are acceptable if 1st choice unavailable** | **Reg. Office use only** |
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**Alternates (list as many as possible):**

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| --- | --- | --- | --- | --- | --- |
| **Subject** | **Course #** | **Course Name** | **CRN** | **Check here if other sections of same course are acceptable if 1st choice unavailable** | **Reg. Office use only** |
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**Other comments or instructions:**

In the event that I cannot register myself via BannerWeb for the Spring 2020 semester, I would like to be registered according to the above request. I understand that it cannot be guaranteed that the courses will be available or that I will be registered for them. I also understand that this proxy registration form does not grant special registration status and I will be registered by the Registrar’s Office in accordance with all registration regulations. It is my responsibility to obtain any special approvals necessary for registration and to have all holds cleared before my registration period. By signing below, I agree to the terms and information above.

Student Signature: (Initial if sent by email)