1. Students can find the Registration Exception form on the [Enrollment Services Inside ArtCenter](#) page
   a. Students submit the [Registration Exception E-Form](#) using your ArtCenter login & credentials

2. Filling out the form
   a. Student Information – will be pre-populated with the information on file with the college
   b. Please fill out the following required fields:
      i. ACADEMIC LEVEL: select Undergraduate or Graduate
      ii. F-1 Student: select Yes or No
      iii. Receiving Financial Aid: select Yes or No
      iv. Current Semester: select the term
      v. Mailing Address:
         1. Is this a new mailing address?
            a. Yes – enter the new mailing address you wish to have on file with the College
            b. No – will pre-populate with the information already on file with the College
   c. Courses to be added:
      i. Select Registration Term from the drop down
      ii. Choose the SUBJECT CODE of the course you wish to add
      iii. Then choose the SECTION #

Course(s) to be Added

Select registration term: * Spring 2023 ⌄

Enrolled units prior to this change: 0

Student Section

Subject:	* GPRT Graphic Design Print ⌄
Section Number: (takes a few seconds to populate)	GPRT-102-01 ⌄
# of Units:	3
Section Title:	Communication Design 1: Pr
Reason for Exception:	* Unable to add due to pre-reqs

      iv. The information of the UNITS and the SECTION TITLE will display
      v. **Required field: Type in the Reason for Exception (why you couldn't add the class online)
   d. If you need to request an exception for more than one course, click the ADD ANOTHER COURSE button

Student Section

Subject: *	GPRT Graphic Design Print
Section Number: (takes a few seconds to populate)	GPRT-102-01
# of Units:	3
Section Title:	Communication Design 1: P
Reason for Exception: *	Unable to add due to pre-reqs

☑ Add Another Course

Student Section

Subject:	-- Please Select --
Section Number:	-- Please Select --
# of Units:	
Section Title:	
Reason for Exception: *	

☐ Add Another Course

New Units after above adds: *   3.00

      i. another area will appear, enter the course information as completed previously

      ii. Students may submit up to 3 courses on the same form

   e. SIGN

All students are to be Full-Time (12 units or more) unless on a Offical ArtCenter Lite.

```
* 
(click to sign)

Student Signature            Date
```

      i. Click the Yellow area that reads "Click to Sign" above Student Signature & type your name to sign

   f. SUBMIT

      i. Click the SUBMIT FORM button

Submit Form
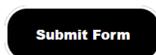
   g. Students will receive a confirmation email

      i. Upon submission

      ii. When the approving department signs

      iii. Final confirmation email, once Enrollment Services reviews/processes the form. Details will include if the request was approved or denied.