Repeat Approval for College of Business Class

To fill out the “Times Taken” table, please see the below definitions:

* Term – Quarter and Year you took the class
* Department – the prefix of the class (for example: MATH, BUS, ACCT, etc.)
* Course – the number of the class (for example: in ACCT 340 it would be “340”)
* Section – the specific section number of the class (it’s okay if you don’t have that information available for the first two times, but if it was an online section, we recommend writing in online)
  + For the Third Time Taken row, please be sure to write in the specific section of the class you wish to enroll into (for example: 001, A01) – the Office of the Registrar will need this information to enroll you into the section you want

Include a short paragraph describing any challenges from your previous attempts and your plan to succeed in this attempt.

For students seeking a 3rd time repeat approval for a College of Business course, please note that requests will be approved on a space-available basis for fall, winter, and spring quarters. Space availability will be determined the day of open enrollment or the day of receipt after open enrollment.

Students must do the following:

* Email the instructor of the course you are seeking entry to with a short explanation of your plans for success. Copy [CBAdvising@cwu.edu](mailto:CBAdvising@cwu.edu) to the email request and ask the instructor to reply all to the email if they approve of the request.
* Monitor your CWU email for additional communications

The CB CAT Center will hold the repeat request forms until open enrollment. On open enrollment, space availability will be assessed, and final review will occur. If approved by the Dean’s Office, you will be enrolled into the class by the Office of the Registrar. If denied, you will be emailed at your CWU email.