Student Request Form

Institution: _____ Campus: _____

Semester and year: _____

This form should be used to request the number of new students needed for enrollment for each program. This includes prospective students that will require transfer to the campus, as well as residents who may already reside at that unit.

Program name: _____

# OF NEW STUDENTS REQUESTED	COURSE #	DATE STUDENTS NEEDED BY	CLASS START DATE	CLASS CERT. DATE	CLASS END DATE

Program name: _____

# OF NEW STUDENTS REQUESTED	COURSE #	DATE STUDENTS NEEDED BY	CLASS START DATE	CLASS CERT. DATE	CLASS END DATE

Program name: _____

# OF NEW STUDENTS REQUESTED	COURSE #	DATE STUDENTS NEEDED BY	CLASS START DATE	CLASS CERT. DATE	CLASS END DATE

This form is due 90 days prior to the date students are needed on campus. Incomplete/incorrect forms will be sent back for correction. Forms received inside of 90 days may not provide adequate time for student transfer, potentially limiting number of students approved for enrollment. All documents should be submitted to postsecondary@wsdtx.org.