

Department of Media Study (DMS)  
Petition for Force Registration

Student Instructions:

1. Fill out the following form in full. Incomplete forms will be immediately rejected.
2. For DMS 300- level and above **PRODUCTION** courses, submit the form to the instructor of the course you wish to be “forced registered” into to obtain his/her approval and signature.
3. Submit the form online or return the form to the secretary in the Media Study office, 231 CFA.
4. Student will be contacted if forced into the course. It will be the student’s sole responsibility to drop the course before the drop/add period ends if the course is no longer desired.
5. Student will be responsible for printing his/her own schedule
6. Students should make every effort to register for classes on their own when their registration window opens. Students who wait until the last minute will not receive their desired class schedule. Advisement is strongly encouraged!
7. **Media Study majors will be given preference, and DMS seniors will have priority.** Force Registration for non-majors will be considered based on remaining availability.

NOTE: Petitioning does not guarantee force registration. This form does not automatically force register you for the course.

I have read this form and understand all of the instructions\_\_\_\_\_

**PRINT:**

**Name**\_\_\_\_\_

**Person Number**\_\_\_\_\_

**Phone Number**\_\_\_\_\_

**UB Email**\_\_\_\_\_

**Course Title**\_\_\_\_\_

**DMS Course #**\_\_\_\_\_ \*      **Section #**\_\_\_\_\_

**\*Instructor Signature approving force registration is required if this is a 300-level or above Production course**\_\_\_\_\_

**Registration/ Class #**\_\_\_\_\_

**Semester:**    **Fall 20**\_\_\_\_\_      **Spring 20**\_\_\_\_\_      **Summer 20**\_\_\_\_\_

**Status:** Graduate      Senior      Junior      Sophomore      Freshman

**DMS Department Status:**      Accepted      Intended      Not Intended

**Your Department if not Media Study**\_\_\_\_\_

**Any specific circumstances that should be taken into account (example: journalism certificate)**  
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