

Student Records Office



Further Courses Registration Request

All students may request to join classes outside their major out of their personal interest. These classes will show up on their transcript under “Further Courses” with a grade. Alternatively, students may register with “Audit” status and not receive a grade. The grade will not count into their GPA and the ECTS points do not count towards the needed ECTS points for the student’s major.

This request may be rejected in case there are not enough places available in the class. Students for whom a class is mandatory or a mandatory elective have a higher priority in registration.

In case a student does not fulfill the pre-requisites for a class, they will need to hand in a pre-requisite waiver form along with this request.

This registration request needs to be made before the end of the drop/add period. You can find the specific date for each semester in the Academic Calendar on the JUB website.

Please note that this form is not needed in cases where you need to register a mandatory/mandatory elective class you can’t access the regular way, e.g. because you were a deferred student, changed your major or are doing a re-take. In these cases, please contact the Student Records Office.

Personal Information	
Matriculation N°	
Family Name	
First Name	
Major	
Academic Advisor	

Requested Course Registration	
Course N°	
Course Name	
Semester (e.g. Fall 2019)	
Instructor of Record	
Status	<input type="radio"/> I want to receive a grade for this class (it will not count into my GPA) <input type="radio"/> I want to be registered as Audit
Note: this cannot be changed later!	

Student’s Signature	
I ask to be registered for the course listed above.	
Date	Signature

To be filled out by the Student Records Office	
<input type="radio"/> The application is accepted	
<input type="radio"/> This application must be rejected because:	
Date	Signature