

# Inver Hills Overtally Request Form



Student name \_\_\_\_\_ IHCC student ID number \_\_\_\_\_

E-mail \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Circle the semester for which you are registering and indicate year: Fall Spring Summer Year \_\_\_\_\_

**Step 1, course information: Complete the following.**

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Course ID number	Department	Course/section #	Number of credits
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**Step 2, student responsibility: I understand that I am financially responsible for tuition/fees for this course.**

Student's signature \_\_\_\_\_ Date \_\_\_\_\_

**Step 3, instructor's approval: Obtain the signature from the instructor for approval of overtally.**

Instructor's name (print) \_\_\_\_\_

Instructor's signature \_\_\_\_\_ Date \_\_\_\_\_

The instructor must forward the form to the Enrollment Center.

**Staff use only:** Registered by \_\_\_\_\_ Date \_\_\_\_\_