



Current Student Registration Request COIN Error Received

This form is for current UMass Dartmouth students ONLY who receive an error message when trying to enroll in COIN. Complete this form and email it to your advisor/department chair/graduate program director for approval. Once approved, the form must be submitted to the Student Service Center (SSC) at <https://www.umassd.edu/ssc/> under "Submit an inquiry" to process the registration. You will receive confirmation from SSC when processed. **Note:** Holds must be resolved and the Student Financial Responsibility Agreement must be completed prior to submitting this form.

Student Information

Last Name First Name Student ID Email Address

Major/Program of Study Semester/Year Enrollment Requested

Selected Courses

Please select the reason you are unable to self-register in COIN:

- Online course offered through Online and Continuing Education (additional tuition & fee charges may apply)
- Prerequisite/Corequisite Not Completed
- Departmental Consent/Instructor Permission Required
- Undergraduate student seeking enrollment in graduate level course
- Other (please specify reason): _____

Course Subject	Course Number	Course Section	Class Number	Instructor Name

Important notes:

- **Advisor or Department Chairperson or Graduate Program Director and instructor approval is NOT required for day school students seeking course registration in Online & Continuing Education course(s) if it is the only reason you are unable to self-register in COIN.**
- **All other reasons require Advisor, Department Chairperson or Graduate Program Director (as appropriate) AND instructor approval to be processed.**

Signature and Approvals

Student Signature

Date

Instructor Name

Instructor Signature

Date

Advisor or Department Chairperson or
Graduate Program Director Name

Advisor or Department Chairperson or
Graduate Program Director Signature

Date