

# NEW at HCCC for Summer/Fall 2023!

Miss the registration deadline or a class you want is full?

Before you go any further, first make sure...

- ✓ It's a class you need for graduation
- ✓ There are no other sections that work for your schedule

## How do I submit my request?

Fill out the "Faculty Course Special Permission"

- <https://tinyurl.com/hcccrequest>
- Use your phone to read the QR Code



## What happens after I fill out the form?

- You'll get a confirmation to your HCCC account.
- We'll email you with a decision- keep checking your email!



**APPROVED**

You'll be registered & be able to see the course in Student Planning!



**DENIED**

We'll notify you and help you find another course. The instructor's decision is final.

## What should I NOT do?

Don't reach out to the professor or dean directly!  
Any requests that don't follow this process will not be approved.

