

Petition for Chemistry Tune-up Course Transfer

Students may use these petition instructions only if their CHM2045 instructor has approved.

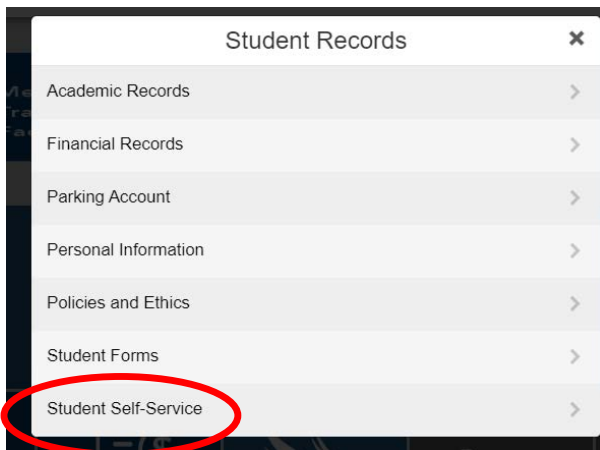
1. Log in to *myWings* self-service



2. Select the *Student Records* tile



3. Select *Student Self-Service*



4. Select *Online Forms*

Student Services

Admissions

Review existing applications, their status, and the status of supporting requi

Fraternity/Sorority Officer Information

Area only accessible to current Fraternity and Sorority Chapter Presidents

Online Forms

Florida Pre-Paid Option, Fee Petition, Financial Aid Authorization

Online Form Status

Review the current status of any online form you submitted.

Registration

Check your registration status; Add or drop classes; Select variable credits,

Student Account

View your account summaries, statement/payment history and tax informat

Meal Membership Exemption

Apply and check status for meal membership exemptions

Student Records

View your holds; View Student Information; Request Transcripts and Enrollm

Advising, Tutoring and Workshop Scheduling

View and register for Tutoring sessions and Academic Skills Workshops or m

5. Select *Student Petition of Academic Policy*

Appeals and Petitions

- Enrollment Services Appeal
- Fee Petition
- Parking Services Fee Appeal Form
- Student Petition of Academic Policy

6. Fill out the form

- Term: current term
- Petition Type: *Extend Course Transfer*
- From CRN: current CHM2045 course CRN
- To CRN: new CHM1025 course CRN "**13602**"
- Comments: "**Chemistry Tune-up**"

Term:
Petition Type:

If you are submitting a request to petition the **Extend Course Transfer Deadline**, you must

From CRN: To CRN:

Comments

Supporting Documentation

You must attach supporting documentation to support your case for a Student Petition of A

Document 1:

File to upload: No file chosen

Document 2:

7. Select the *Submit* button

This online petition request form must be submitted by 5pm on Thursday, February 15th. **There will be no exceptions made for students who do not submit by the deadline.** Contact the Registrar's Office before the deadline if you have issues with the form at records@unf.edu. Only eligible students who meet the deadline and receive the appropriate approvals will be moved from the Spring 2024 term

CHM2045 to both the designated 2H part-of-term CHM1025 and CHM1024 courses. Both courses are required. The total number of credit hours will remain 3 total CRH in this course transfer.