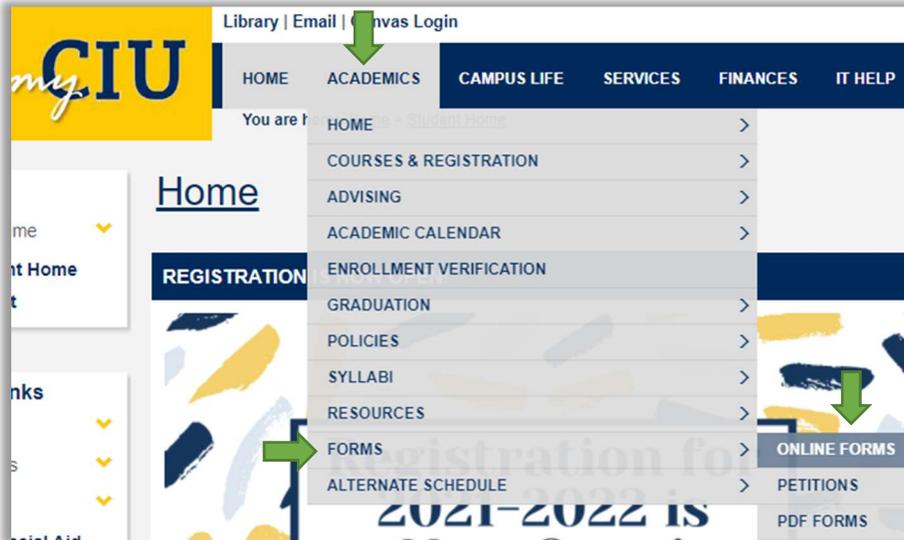


How to Submit a Manual Registration Form

Students need to fill out a Manual Registration Form If requesting to **retake** a course.

1) **Log into My.CIU.Edu:** hover over the Academics tab, scroll down to Forms, click on Online Forms



2) **Fill out the form with the appropriate Year, Term, Course Requested, and Reason, and click Submit:**

*Please note: If you are requesting an online 5-week or 6-week course, you need to specify "Non-Standard Online Term".

CIU Columbia International University

Manual Registration Request Form

Please note that unless there are exceptional circumstances (repeating a failed/withdrawn course, etc.), all students are required to self-register for courses. If you are having trouble registering, always feel free to contact the Registrar team at (803) 807-5040 for help.

First Name	Last Name	ID	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Academic Year	Term		
2022-2023	Non-Standard Online Spring		
Requested Course (course title)	Course Code		
ENG 1010 V 01 College Writing and	ENG 1010 V 01		
Reason for the Request			
Repeating failed or withdrawn course			

Courses may only be repeated/attempted three (3) times.

Comments

If you have any questions or difficulty completing this form, please email Registrar@ciu.edu or call us at (803) 807-5040.

Start typing the course title, and a dropdown box will appear that you will need to use to select the course.

Click the "Submit" button to finalize your request.

