



Course Enrollment Permission Form

Check Request to: (Check ALL Appropriate Boxes)

Please Fill Out Form Completely

Last Name First Name M.I.

Social Security Number College Major

Qtr./Yr Department Course Number

Credit Call Number Instructor

Reason

- A. Waive Prerequisite Requirements
- B. Enter a Course Requiring Permission (within the limit)
- C. Override the Limit and Enter a Full Section
- D. Schedule the Class with a Time Conflict
- E. Add the Course After the First Friday of the Quarter
- F. Audit (first enrollment in course)
- G. Repeat the Course for Audit (Student already has credit for this course)
- H. Repeat the Course for a Grade (e.g. Repeat a "D" Rule)
- I. Pass/non-Pass Option (Undergraduates only)
- J. U Option
- K. Raise Total Registration Maximum to _____ Hours

During the 2nd Week, Instructor and College Office signatures required below. Beginning the 3rd Week, Instructor, College Office and Department signatures required below.

Student Signature _____ Date _____

Office Use Only

Instructional Unit Approval(s)
For Items A thru F

Enrollment Unit Approval(s)
For Items E thru K

Instructor Signature _____ Date _____

Dean/Director/Designee Signature _____ Date _____

For Item E after the 2nd Friday of the Quarter

Department Chairperson/Designee Signature _____ Date _____

Advisor Recommendation (College Office) _____ Date _____

Instructions to the Student

Information for Instructor, Department and Enrollment Unit

- Complete top portion of form with all information requested, including your signature.
- Obtain the appropriate signature(s) on the bottom portion of the form, corresponding to the letter of the box you checked on the top portion.

Instructor's Signature: needed for items A through F.
Department Chairperson/Designee's Signature: needed for item E after the 2nd Friday of the Quarter.
Dean/Director/Designee's Signature: needed for items E through K.
Advisor's Signature: needed for items E through K on the Advisor Recommendation line, unless specifically waived by your college office.

- Once the appropriate signatures are obtained, submit this form to your college or school office for appropriate action.