

Please read instructions before completing form



COURSE ENROLLMENT PERMISSION

Name: Last		First		Middle Initial		Student ID – or- Name.#		Program		Plan/Major	
Qtr/Yr	Department		Course Number		Credit	Class Number		Instructor			
Reason:									Co-requisite class number		

Circle a letter to Request: (Circle ALL appropriate)

- 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; Date of initial involvement: _____
During the 2nd Week, Instructor and College Office signatures are required.
 Beginning the 3rd Week, Instructor, College Office and Department signatures are required.

- F. Audit (first enrollment in course)
- G. Repeat the Course for Audit (Already awarded credit for course)
- H. Repeat the Course for Grade (e.g. Repeat a "D" Rule)
- I. Pass/non-Pass Option (Undergraduates only)
- J. U Option
- K. Raise Total Registration Maximum to _____ Credits
- L. Drop the Course; Date of last involvement: _____

 Student's Signature Date

INSTRUCTIONAL UNIT APPROVAL(S) For Items A through F _____ Instructor's Signature Date	OFFICE USE ONLY For Items E through L _____ Dean/Director/Designee's Signature Date	ENROLLMENT UNIT APPROVAL(S) _____ Advisor's Recommendation <table border="1" style="width: 100%;"> <tr> <td style="width: 80%;">Special Processing</td> <td style="width: 10%;">Initials</td> <td style="width: 10%;">Date</td> </tr> <tr> <td> </td> <td> </td> <td> </td> </tr> </table>	Special Processing	Initials	Date			
Special Processing	Initials	Date						
_____ Department Chairperson/Designee's Signature Date								

INSTRUCTIONS TO THE STUDENT

- 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 L**. The "**First Date of attendance**" should also be listed for **Item E course adds**.
ADVISOR'S SIGNATURE needed for items **E through L** 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.

INSTRUCTIONS FOR INSTRUCTOR, DEPARTMENT AND ENROLLMENT UNIT
1. Initial the box indicating your concurrence with the request, if you are not processing the action. 2. Draw a single line through any unused or unauthorized permission. 3. Enrollment Units: Indicate any special handling regarding Fee Re-assessment or marks.