

## CLASS PERMISSION SLIP

Class Permission Slips are available in the Office of the University Registrar or regional campus student services offices and are issued to departments and instructors. Class Permission Slips are not issued directly to students.

To assist you in completing the form, we have prepared the following guidelines.

Use for the following situations:

1. **Permission is required** from department/instructor to enroll in class and student has obtained permission. Checking this reason on the form **will not** override maximum class size.
2. **Student does not meet prerequisites** but has permission to enroll in class and enforced prerequisites are being waived. Checking this reason on the form **will not** override maximum class size.
3. **Class is FULL** but student has permission to enroll in class. NOTE: This student's enrollment will EXCEED the class limit.
4. Permission to add class **after 8th day**. NOTE: Instructor's permission is required to add a class after the 8th day of the quarter.
5. Student has reached **maximum repeat/retake limit** but has received permission to enroll in class and maximum repeat/retake limit is being waived. Checking this reason on the form **will not** override maximum class size.

Be sure the following information is COMPLETE prior to signing the form:

- **Name:** Name of student (last, first, and middle).
- **Identification Number:** Student's person identification number (i.e. P001234567).
- **Class ID:** Prefix, number and section number of class (i.e. Econ 104, Section A01).
- **Call #:** Call number of the class (must be five-digits). **THIS NUMBER CHANGES EACH QUARTER .**
- **CR. HR.:** Credit hours for the class, (i.e. 5 hours). If the student is auditing the class it should state audit, (i.e. AU).
- **Quarter:** Quarter and academic year for the permission slip, (i.e. Winter 2008-2009).
- **Check a reason for using the form.** Be sure to check all reasons that apply, (i.e. if the student does not meet the prerequisite and the class is full be sure both items 2 and 3 above are checked).

Optional Expiration Date:

- **Expiration Date:** To be assigned by the instructor. (Use this if you need to track your enrollment closely and you want the student to have the permission slip processed during priority registration rather than waiting until after the quarter begins.)

Required Signature:

- **Approval:** Signature of instructor or department chair.
- **Dept.:** Department of instructor or chair.
- **Date:** Date the instructor or department chair signed the form.

## Dos and Don'ts:

- **Do complete the form thoroughly as described above.**
- **Do not hand out blank class permission slip forms.**
- **Do request that the student bring the class permission slip to Registrar Services, first floor, Chubb Hall, for processing (or appropriate department/school if they are willing to process the class permission slips).**
- **Do not complete the class permission slip if the student is able to register via Web Registration (i.e. one of the above conditions must apply).**
- **Do mark all reasons for using the form; don't leave it up to the student to mark the reason(s).**
- **Please be aware that the Registrar's Office cannot process a class permission slip if the student has a hold on his/her record.**
- **Please be aware that if the student does not bring the class permission slip to Registrar Services for processing in a timely manner and the class reaches maximum enrollment, we will return the class permission slip to the student with "Class is Full" circled. The student will need permission from the instructor to exceed the class limit before the class permission slip can be processed.**
- **Please be aware that the Registrar's Office does not give blank class permission slips to students. Students are referred to either their instructor or the department/school offering the class to obtain a class permission slip.**
- **Do call 593-4495, if you have any questions.**

## Deadlines:

- **Class adds must be processed by the 15th calendar day of the quarter.**
- **Class adds between the 8th calendar day and the 15th calendar day must have item 4 (permission to add after the 8th day) above checked in addition to any other reason that may apply.**
- **Class adds after the 15th calendar day must be processed through the college student services office for undergraduate classes and through Graduate College for graduate classes.**

## Maximum Hours:

- **Undergraduate Students:** Students may register for 20 hours using Web Registration. If the student wants to take greater than 20 hours then the student needs permission from the college student services office. The college student services office should complete the Permission to Exceed Maximum Hours form. Students will pay extra tuition for hours above 20.
- **Graduate Students:** Students may register for 18 hours using Web Registration. If the student wants to take greater than 18 hours then the student needs permission from the Office of Graduate College, McKee House. Graduate College will complete the Permission to Exceed Maximum Hours form. Students will pay extra tuition for hours above 18.



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