Class Permission by E-mail
Policy for Students

Students may obtain permission from an instructor to register for a class by submitting a request via e-mail. The e-mail needs to be sent to the instructor and then forwarded to Student Enrollment for processing. Once the e-mail is forwarded to Student Enrollment with instructor’s approval, the class will be added to the student’s schedule. The following instructions are to be followed to ensure processing of the e-mail registration correctly and in a timely manner:

- **E-mail MUST come from student’s Ohio University e-mail account and MUST be sent to instructor’s Ohio University e-mail account — NO EXCEPTIONS.** You can obtain an instructor’s e-mail address from the Chillicothe homepage (www.chillicothe.ohiou.edu) in one of 2 ways:
  1. If you know the instructor’s last name, you can enter their last name in the “SEARCH” field in the upper right hand corner of the Chillicothe homepage and click “FIND”. This will pull up every student and faculty/staff with that last name.
  2. If you don’t know the instructor’s last name or are unsure after doing a search, you can search course offerings from the Chillicothe homepage and once you locate the class you want, click on the instructor’s name to pull up e-mail information.

- Once you have accessed your Ohio University e-mail account and have the instructor’s Ohio University e-mail account you will need to include the following information with your request in order for Student Enrollment to process:
  1. Your full name and a phone number.
  2. The last 4 digits of your PID (student ID)
  3. Class ID and call number.
  4. Reason you are needing permission. Examples — class is full, permission is required, do not meet prerequisites, after 8th day of the quarter or reached re-take limit on class.

- Once the instructor responds back to your e-mail, you will need to forward the e-mail to Student Enrollment at hoffmac1@ohio.edu. Sometimes the instructor will forward the e-mail, but in the event that the instructor does not, the responsibility will fall back on the student.

- If the Instructor does not respond to your e-mail, contact the program coordinator.

- Once you have forwarded the e-mail to Student Enrollment with the instructor’s permission, the class should appear on your schedule within 1 to 3 business days. You will need to verify that the class was added by pulling up your schedule at www.ohio.edu/registrar. This is very important. If you choose not to verify that the class was added to your schedule and there is a problem or mistake adding the class you will not be able to receive a grade/credit for the class.

By registering for classes, a student incurs a legal obligation to pay tuition and fees. The debt can only be cancelled if the student cancels his/her registration BEFORE a quarter begins.