Date: August 22, 2012

To: Department Chairs and School Directors

From: Debra M. Benton, University Registrar

Subject: Class Permission Slip

Enclosed please find a starter supply of the revised class permission slip. Please begin using the enclosed Class Permission Slips immediately (noting the new color is green). The previous version, printed on pink paper, has policy information that is no longer effective with the switch to semesters. Please destroy all other class permission slips you may have.

Please also note that the student must sign the class permission slip. There have been students who register completely via class permission slip and have not acknowledged that they are obligated to pay the tuition and fees. This is a problem if the student does not pay their bill. I understand there may be students at a distance for whom you are unable to obtain a signature. If you are unable to get the student’s signature on the form, please retain in your office an email from the student, preferably from their Ohio University email address, with his/her request to be registered in the class. Please note on the student signature line “documentation on file.”

As a reminder, please do not sign a blank class permission slip and give it to the student. All information should be complete before the class permission slip is signed/approved.

When you need an additional supply of the revised form, contact our office at 593-4182 or stop by Registrar Services, first floor lobby, Chubb Hall.

DMB/yn
Encls.

xc: Craig Cornell, Vice Provost for Enrollment Management
Sherry Downs, Bursar
Mike Wickham, Assistant Registrar for Registration