A few friendly reminders regarding Class Permission Slips:

- **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 not hand out blank class permission slips.

- 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.

- Be sure the following information is COMPLETE prior to signing the class permission slip:
  - **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 1040, Section 100).
  - **Class Number:** Unique four- or five-digit number (CHANGES EACH TERM)
  - **Credit Hours:** Credit hours for the class (i.e., 3 hours)
  - **Audit:** If student is taking the class for audit, the student must initial the class permission slip to indicate he/she wants to register for this class for audit. If this is not initialed by the student, he/she will be registered in this class for credit.
  - **Term and Academic Year:** Term (i.e., Fall) and Academic Year (i.e., 2012-13).
  - **Check a reason for using the class permission slip.** Be sure to check all reasons that apply (i.e., if the student does not meet the requisite and the class is full, both reasons must be checked).

- 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 using My OHIO Student Center (i.e., one of the above conditions must apply).

- Do mark all reasons for using the class permission slip; 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.
If you have additional questions about issuing permission slips, detailed instructions are available online or you may contact our Registrar Services division staff at registration@ohio.edu or 740.593.4495.

Best Regards,

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