

Please read instructions before completing form



COURSE ENROLLMENT PERMISSION

Name: Last		First		Middle Initial		Name.#		College		Major	
Qtr/Yr	Department		Course Number		Credit	Call Number			Instructor		
Reason:									Co-requisite call 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)	OFFICE USE ONLY	ENROLLMENT UNIT APPROVAL(S)
For Items A through F	For Items E through L	Advisor's Recommendation
_____ <small>Instructor's Signature</small> <small>Date</small>	_____ <small>Dean/Director/Designee's Signature</small> <small>Date</small>	_____ <small>Initials</small> <small>Date</small>
_____ <small>Department Chairperson/Designee's Signature</small> <small>Date</small>	Special Processing	

Form 9292 - Rev 1/08

INSTRUCTIONS TO THE STUDENT

INFORMATION FOR INSTRUCTOR, DEPARTMENT AND ENROLLMENT UNIT

- 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.

OFFICE USE/ AUTHORIZATION INSTRUCTIONS
<ol style="list-style-type: none"> Initial the box indicating your concurrence with the request, if you are not processing the action. Draw a single line through any unused or unauthorized permission. Enrollment Units: Indicate any special handling regarding Fee Re-assessment or marks.