



Course Enrollment Permission Form

Student Information

Form with fields for Ohio State ID, Last Name, First Name, Middle Name/Initial, Suffix, Ohio State name.#, Term, College, Student's Signature, Date.

Course Information

Form with fields for AU Ses. 2, 2018, EHE, ESHESA, 2571s, 3, 0060, Instructor's Name, Co-requisite Class Number.

Action

- Waive Prerequisite Requirements, Enter a Course Requiring Permission (checked), Schedule the Class with a Time Conflict, Override the Limit and Enter a Full Section, etc.

Signature and date fields for the instructor, including OSU ID and printed name.

- Add the Course, Audit the Course [First Date of Attendance: _____]

Signature and date fields for department chairperson, advisor, and dean/director/designee.

- Repeat the Course for Audit, Repeat the Course for a Grade, Pass/Non-pass Options, U Option, Raise Total Registration Maximum to Credits, Drop the Course [Last Date of Attendance: _____]

Signature and date fields for instructor, advisor, and dean/director/designee for the second set of options.

Special Processing

Notes, Initials, Date fields.

To return this form:

Take this form to your college office for appropriate action. For a complete list of Colleges and Schools visit: osu.edu/academics/a-z.html.

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Steps in Completing the Form (Student)

1. Complete the Student Information and Course Information sections completely.
2. Select the appropriate Action and obtain the requested signatures.
3. Take the completed form to your college office for appropriate action.
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Special Note: If this action will exceed the room limit, this form will not be processed.

Revised: 11/22/2014

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