

PRE-REGISTRATION COURSE PERMISSION FORM

Office of the University Registrar

Student Instructions: Students using MyAccess to request courses during pre-registration must submit this approval form for permission required courses with the appropriate signatures to the University Registrar, G-01 White Gravenor, or the Dean’s Office during pre-registration. Please print information clearly, as this approval must be keyed to finalize pre-registration request processing.

Instructor or Department Instructions: Students must submit their requests through MyAccess. This form is to be used to grant permission for “Permission Required” courses. Please sign in the space indicated if you wish to grant this student permission to **complete** for space in your course.

NAME:		DATE:
GUID:	SCHOOL:	TERM:
COURSE#:	CRN:	INSTRUCTOR NAME:
COURSE TITLE:		

INSTRUCTOR SIGNATURE: _____ DATE: _____

IF YOU DO NOT OBTAIN THE APPROPRIATE SIGNATURES, THE REGISTRAR WILL REJECT YOUR REQUEST FOR THE PERMISSION REQUIRED COURSE(S).