Course Enrollment Permission Form

Student Information

Ohio State ID	Last Name	First Name	Middle Name/Initial	Suffix

Ohio State name.#	Term	College	Student's Signature	Date

Course Information

Term	Year	College	Department	Course Number	Credit Hours	Class Number

Instructor's Name	Co-requisite Class Number

Action

☐ **Waive Prerequisite Requirements**
☐ **Enter a Course Requiring Permission**
☐ **Schedule the Class with a Time Conflict**
(Both Instructors' Signatures Required)

☐ **Override the Limit and Enter a Full Section**
(If this action will exceed the room limit, this form will not be processed)

Instructor's Signature	Date	Instructor's Printed Name and OSU ID

Instructor's Signature (Second for Time Conflict)	Date	Instructor's Printed Name and OSU ID (Second for Time Conflict)

☐ **Add the Course**

☐ **Audit the Course** [First Date of Attendance: _____]

Instructor's Signature *After the 1st Friday of the Semester*	Date	Instructor's Printed Name and OSU ID

Department Chairperson/Designee's Signature *After the 2nd Friday of the Semester*	Date	Department Chairperson/Designee's Printed Name

Advisor's Signature	Date	Advisor's Printed Name

Dean/Director/Designee's Signature	Date	Dean/Director/Designee's Printed Name

☐ **Repeat the Course for Audit**
☐ **Repeat the Course for a Grade**
☐ **Pass/Non-pass Options** (undergraduates only)

☐ **"U" Option**
☐ **Raise Total Registration Maximum to _____ Credits**.
☐ **Drop the Course** [Last Date of Attendance: _____]

Instructor's Signature	Date	Instructor's Printed Name and OSU ID

Advisor's Signature	Date	Advisor's Printed Name

Dean/Director/Designee's Signature	Date	Dean/Director/Designee's Printed Name

Special Processing

Notes	Initials	Date

Revised: 12/09/2014

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.
    - For a complete list of Colleges and Schools visit: osu.edu/academics/a-z.html

Special Note: If this action will exceed the room limit, this form will not be processed.

Revised: 12/3/2014

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