Permission to Enroll Form
(SFASRPO)
School of Humanities and Sciences
Ithaca College

Use this form to seek enrollment in a course that on-line registration would not allow due to the reason/action stated below. **Obtain faculty signature and then take form to the appropriate department office**. This form can *only* be used within the School of Humanities and Sciences.

Student Name _____
(Last)   (First)

Student ID Number _____ Major _____ e-mail _____

Semester registering for: ☐ Fall   ☐ Spring   ☐ Summer   20____

_____   _____   _____   _____   _____
 Dept.   Course #   Section #   **CRN #**   Credits

_____   _____
Course Title   Faculty Name (please print)

_____

Please circle all that apply:
Registration Errors: Please be specific as to what the error message is displayed when trying to register.

PREQ and TEST SCORE: You do not meet the listed prerequisites for this course. You need to request an override from the instructor.

LEVEL RESTRICTION: Your level (undergraduate, graduate) does not allow registration for this section. Consult department chairperson.

CLOSED SECTION: Section is at set capacity. Consult instructor. (This override allows enrollment over capacity, admin. assist. should check current enrollment and room capacity.)

CLASS RESTRICTION: Your class standing (Fr., So., Jr., Sr.) does not allow registration. Consult instructor.

MAJOR RESTRICTION: Your major does not allow registration. Consult instructor.

INSTRUCTOR/DEAN/DEPT: Needs permission from the instructor, dean or department. (Independent Studies, Field Research and Internships need to have the appropriate form completed and will be registered through the dean's office.)

Other please explain:_____

_____   _____
Faculty Signature   Date

_____ Has been given permission to enroll in the course _____
Student Name   **CRN#**

You are not registered for this course. You must go online and register for this course before the end of the add/drop period.

Date_____