



Enrollment Request with Permission Number –

Last First Student ID Number

To add into a class once the semester begins, you must request permission to add from the instructor.

If the class is in person, you must attend the next class meeting to request permission to add from the instructor. If the instructor permits you to enroll, you will be given a permission number. You may use the permission number to register using the SIS student portal. If you are experiencing errors with the system or cannot log in, you may fill out this form with the permission number and submit it to the Admissions and Records Office for processing.

If the class is online, please send an email to the instructor. See the online directory for email addresses.

COURSE INFORMATION:

Course: _____

5-digit Course Number: _____

Permission Number: _____

Reinstatement: YES NO

COURSE INFORMATION:

Course: _____

5-digit Course Number: _____

Permission Number: _____

Reinstatement: YES NO

COURSE INFORMATION:

Course: _____

5-digit Course Number: _____

Permission Number: _____

Reinstatement: YES NO

Student

Signature _____ **Date** _____

Admissions & Records Approval : _____ **Date** _____