

**REGISTRAR STAFF ONLY**

Date Received: \_\_\_\_\_

Received By: \_\_\_\_\_

Date Processed: \_\_\_\_\_

## Course Enrollment Permission Request

Please complete all required fields in pen. A Late Add petition must be completed if adding a course after the ADD/DROP deadline; one form is required per course. Department Chairs are the approving authority for the course subject area.

LAST: \_\_\_\_\_ FIRST: \_\_\_\_\_ MI: \_\_\_\_\_

STUDENT UID: \_\_\_\_\_ EMAIL: \_\_\_\_\_@floridapoly.edu

**STEP 1: Student Must Complete Prior to Signature Approval**

I am requesting permission to enroll into the following course for: \_\_\_\_\_  
Term/Year

Course Title	Course Prefix	Course Number	Course Section	Credits

**Please select applicable waiver requested and identify course(s):**

- Co-Requisite Waiver: \_\_\_\_\_  
Co-req Waived
- Pre-Requisite Waiver: \_\_\_\_\_  
Pre-req(s) Waived
- Catalog/Major Change
- Course Substitution: \_\_\_\_\_  
Course Substituted
- Other: \_\_\_\_\_  
Please Specify

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**STEP 2: Department Chair (Please provide explanation before signing.)**

I have reviewed this request and it has been:  REQUEST DENIED  REQUEST APPROVED

**Explanation Required:** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_