Permission to Enroll

Student Name: _____

Student ID#: _____

Course/Section Number: _____ Course Title: _____

Instructions to Student

In order to register for a class under any of the following conditions, you are required to obtain permission from the appropriate college official indicated below. The instructor/advisor*/counselor will submit to registration finalize your registration.

Permission to Enroll form, signed by appropriate person(s), must be submitted within two business days.

☐ **COURSE ADD** For courses that have met (including online courses), students may request the instructor's documented approval and submit it to the Registration and Advising Office for processing within two business days of signature and before the end of the first week of the term (or first two days of the course term for courses 10 weeks in length or less).

Instructor Approval _____   _____   _____
                            Print name   *Signature*   *Date*

If class is full, do you approve? (Not allowed for on-ground courses or labs) yes ☐   no ☐

STUDENTS ON PROBATION/SUSPENSION; approval is required from an advisor* (probation) or a counselor (suspension):

LATE ADDS require approval from an advisor*/counselor:

Advisor*/Counselor _____   _____   _____
Approval   *Print name*   *Signature*   *Date*

☐ **COURSE REPEAT** Student is requesting to enroll in a class for the third time.

Advisor*/Counselor _____   _____   _____
Approval   *Print name*   *Signature*   *Date*

☐ **CREDIT OVERLOAD** Student is in good academic standing and wants to take more than 18 credit hours

Advisor*/Counselor _____   _____   _____
Approval   *Print name*   *Signature*   *Date*

☐ **PREREQUISITE WAIVER** Course has a prerequisite listed in the college catalog and student is requesting a waiver of the prerequisite; if pre-requisite was completed at another college, advisor* may submit pre-requisite waiver. Otherwise, approval from Department is required.

Department Head _____   _____   _____
Approval   *Print name*   *Signature*   *Date*

*Permission is required from our full-time advisors (see Portal page **my.ccac.edu/mystudentservices/advising/**)

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