

College of Engineering – Special Registration Permission Form
Request to Enroll in a **Closed** Course

Please read this statement carefully **prior** to completion. Permission to register for a closed course **may** be granted if you have a compelling reason. Simply wanting to take a course one semester, when it can easily be taken later, or preferring a certain instructor or particular time, is not sufficient. You must show, for example, that without a certain course at this point in your degree program your graduation will be delayed, or that personal reasons of health or employment make special consent necessary. Your reasons, of course, must be backed up by appropriate documentation. For example, if you are appealing for special admission on the grounds of employment schedule, a written statement signed by a verifiable authority must be submitted along with this request.

When you understand the conditions for making this request, take the following steps: (1) Complete Section 1 of this form, (2) Take the form to the **Registration Monitor** of the Department offering the course. If permission is granted, the Registration Monitor will issue a **Permission Number** enabling you to register for the course, (3) Register for the course via CheckMarq before the expiration date of the Permission Number.

Section 1: Student	
Name _____	MUID # _____
Phone _____	Year <input type="checkbox"/> Fr <input type="checkbox"/> So <input type="checkbox"/> Jr <input type="checkbox"/> Sr
e-mail _____	
(PRINT CLEARLY!)	
Major _____	Minor _____
Course _____	Section # _____
Disc/Lab Section # _____	Term <input type="checkbox"/> Fall <input type="checkbox"/> Spring <input type="checkbox"/> Summer 20____
Instructor _____	
Reason for request _____ _____	

Section 2: Registration Monitor	
Name (print) _____	Action <input type="checkbox"/> Approved <input type="checkbox"/> Denied
Signature _____	Date _____
Permission # _____	Assigned by (print) _____
Date Assigned _____	Expiration Date _____
Notes _____ _____ _____	