

PERMIT

Please refer to permit type for expiration.

INSTRUCTIONS

1. Save the completed form locally on your computer (FILE>SAVE AS). Email as an attachment to: addpermit@cod.edu
2. Send from your C.O.D. email account.
3. Enter the student's name as the subject. One student per email.
4. Inform the student they must contact the Registration office to enroll before the permit expires.

TO BE COMPLETED BY THE INSTRUCTOR/DEAN/ASSOCIATE DEAN

INCOMPLETE PERMITS WILL BE NOT BE PROCESSED

TERM: _____ DATE: _____
Choose one select or enter date

C.O.D. ID NUMBER (7 digits): _____

STUDENT NAME (FIRST, LAST): _____

SUBJECT: _____ COURSE NUMBER: _____ SECTION: _____

SIGNATURE: _____
Instructor Dean Associate Dean

MARK ONLY THE APPROPRIATE BOX(ES)

Audit – allows student to switch to audit after the class has begun. Permit is valid until mid-term.

Enroll Late – allows student to register after class has begun. (After mid-term only valid for students who have been dropped) Permit is valid for 3-business days from date of issue.

Overload Full Class – only accepted after Waitlist expires, unless student is #1 on the Waitlist. Permit is valid for 1-business day from date of issue.

Override Waitlist priority – requires Associate Dean's signature. Permit is valid until mid-term.

Permit Required Class – for classes requiring Instructor Consent or Granted Petition. This is not for a Prerequisite Override. If class has begun student will require permission to enroll late. Permit is valid until the end of term.

Prerequisite Override – only if "or Consent of Instructor" is indicated with prerequisites listing. Signature of Dean/Assoc Dean required if Consent of Instructor is not indicated. If class has begun student will require permission to enroll late. Permit is valid until the end of term.

This form can be found on inside.cod.edu in the COD Forms Library, Registration Department