



Pitt

College of General Studies

Faculty Authorization Form – Permission Numbers

Use this form to receive permission from the faculty to enroll in a course that has restrictions and/or is closed.

To be completed by student:

Student ID: \_\_\_\_\_ Student Name: \_\_\_\_\_

Expected Graduation Term: Check one: April August December Year (ex. 2019)

Course Requested:

Table with 5 columns: TERM, SUBJECT CODE, CATALOG NO., CLASS SECTION NO., CLASS NO. with example values in parentheses.

To be completed by faculty:

I understand that this student was not able to register for this course for one or more of the reasons checked below:

- Course is restricted to specific academic plan
Course is restricted to specific academic level
Student has not met the prerequisites
Class section is closed
Section has reserved seats

I am authorizing the student to register in the course only if the class has not reached the classroom and/or department maximum. Further, I understand that adding this student will increase the class size by (1) one.

I am not authorizing the student to register in the course.

Signature of Faculty (Printed Name)

Date

Please return the completed form to the student for processing as soon as possible.

NOTE:

- 1. Faculty cannot register students. The request must be processed and approved by CGS Academic Affairs.
2. The permission, if granted, only enables the student to register in the above mentioned course only.
3. The student MUST be on the waitlist for the request to be processed.
4. If the waitlist is full, the student will not be allowed to enroll in the class.