USE THIS FORM TO REQUEST TO ADD OR DROP A COURSE

THE ATI CAMPUS IS PROCESSING THESE REQUESTS ELECTRONICALLY. NO SIGNATURES ARE REQUIRED, BUT ALL REQUESTS AND APPROVALS MUST BE SENT VIA OSU E-MAIL ACCOUNTS.

TO ADD A COURSE:
- The student must
  1. Download the form.
  2. Complete the top two sections of the form and check the box indicating the reason the form is needed (i.e. prerequisite, requires permission)
  3. Do a Save As and name the file ADD and your last name and course number (Example: ADD Jones 3140T)
  4. E-mail the saved file as an attachment to the course instructor; Jill Gallion (gallion.9@osu.edu); Carri Gerber (gerber.140@osu.edu); and if the request is being made after week 2 of the semester, also send to their academic advisor and the appropriate division chair – Arts and Science and Business Technologies flad.1@osu.edu, Animal Sciences and Technologies thornton.5@osu.edu, or Plant Sciences and Engineering Technologies witter.7@osu.edu.
     - If the course to be added is internship, a copy of the approved Internship Agreement must also be attached.
- The instructor must REPLY ALL giving their approval for the course to be added.
- If after week 2, the advisor and division chair must also REPLY ALL giving their approval.
- When necessary approvals are received, the Academic Affairs Office will process the form and REPLY ALL to confirm that the course has been added to the student's schedule.

TO DROP A COURSE:
- The student must
  1. Download the form.
  2. Complete the top two sections of the form, check the DROP THE COURSE box in the bottom section and add the LAST DATE OF ATTENDANCE
  3. Do a Save As and name the file DROP and your last name and course number (Example: DROP Jones 3140T)
  4. Email the saved file as an attachment to the course instructor; their academic advisor; Jill Gallion (gallion.9@osu.edu); and Carri Gerber (gerber.140@osu.edu)
- The instructor must REPLY ALL giving their approval for the course to be dropped.
- The academic advisor must REPLY ALL giving their approval for the course to be dropped.
- When necessary approvals are received, the Academic Affairs Office will then process the form and REPLY ALL to confirm that the course has been dropped from the student's schedule.

THE OHIO STATE UNIVERSITY

Course Enrollment Permission Form

Student Information

Ohio State ID	Last Name	First Name	Middle Name/Initial	Suffix

Ohio State name.#	Term	College	Student's Signature	Date

Course Information

Term	Year	College	Department	Course Number	Credit Hours	Class Number

Instructor's Name	Co-requisite Class Number

Action

☐ **Waive Prerequisite Requirements**
☐ **Enter a Course Requiring Permission**
☐ **Schedule the Class with a Time Conflict**
 (Both Instructors' Signatures Required)

☐ **Override the Limit and Enter a Full Section**
 (If this action will exceed the room limit, this form will not be processed)

Instructor's Signature	Date	Instructor's Printed Name and OSU ID
Instructor's Signature (Second for Time Conflict)	Date	Instructor's Printed Name and OSU ID (Second for Time Conflict)

☐ **Add the Course**

☐ **Audit the Course** [First Date of Attendance: _____]

Instructor's Signature *After the 1st Friday of the Semester*	Date	Instructor's Printed Name and OSU ID
Department Chairperson/Designee's Signature *After the 2nd Friday of the Semester*	Date	Department Chairperson/Designee's Printed Name
Advisor's Signature	Date	Advisor's Printed Name
Dean/Director/Designee's Signature	Date	Dean/Director/Designee's Printed Name

☐ **Repeat the Course for Audit**
☐ **Repeat the Course for a Grade**
☐ **Pass/Non-pass Options** (undergraduates only)

☐ **"U" Option**
☐ **Raise Total Registration Maximum to _____ Credits.**
☐ **Drop the Course** [Last Date of Attendance: _____]

Instructor's Signature	Date	Instructor's Printed Name and OSU ID
Advisor's Signature	Date	Advisor's Printed Name
Dean/Director/Designee's Signature	Date	Dean/Director/Designee's Printed Name

Special Processing

Notes	Initials	Date

Revised: 12/09/2014

To return this form:

Take this form to your college office for appropriate action. For a complete list of Colleges and Schools visit:
osu.edu/academics/a-z.html.