



Health Sciences
School of Nursing

ACADEMIC POLICIES AND PROCEDURES FOR THE UNDERGRADUATE AND GRADUATE PROGRAMS

Admission to Closed or Restricted Class Requested Form

Date Effective	October 2021
Date Reviewed / Revised	October 2021
Program Level	General

POLICY:

When a course is marked with restrictions in the enrollment system and does not allow self-enrollment, it is the student's responsibility to obtain permission from faculty prior to the Center for Student Success providing a permission number for self-enrollment.

PROCEDURE:

Students should request a permission number if they are unable to self-enroll due to course restrictions for:

- Instructor Consent
- Department Consent
- Closed Class
- Requisites
- Time Conflict
- Unit Load
- Career Restriction

Students requiring a permission number to proceed with self-enrollment should complete the [Admission to Closed or Restricted Class Request form](#).

Undergraduate students should share with their academic advisor the completed Admission to Closed or Restricted Class Request form. The advisor will issue a permission number to the student for self-enrollment.

Graduate students should share the completed Admission to Closed or Restricted Class Request

form with their faculty advisor or the course instructor, as appropriate, for signature prior to sharing the form with the Center for Student Success. The graduate advisor will issue a permission number to the student for self-enrollment.

An instructor may opt to submit a single Admission to Closed or Restricted Class Request form for an entire list of students requiring permissions. This list with all required fields should be sent to the Center for Student Success by the instructor. The Center for Student Success will issue permission numbers to the students for self-enrollment.

APPROVAL & REVISION HISTORY

Approved by Total Faculty Organization: 11/21

Reviewed:

Revised: