

UNIVERSITY OF PITTSBURGH
SCHOOL OF NURSING
ACADEMIC POLICIES AND PROCEDURES FOR THE
UNDERGRADUATE AND GRADUATE PROGRAMS

TITLE OF POLICY: **ADMISSION TO CLOSED OR RESTRICTED CLASS REQUEST FORM**

ORIGINAL DATE: **OCTOBER 2021**

LAST REVIEW DATE: **OCTOBER 2021**

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 Student Affairs and Alumni Relations (SAAR) 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 SAAR. A SAAR representative 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 SAAR by the instructor. SAAR will issue permission numbers to the students for self-enrollment.

Approved by Total Faculty Organization: 11/21

Reviewed:

Revised: