

COURSE ENROLLMENT REQUEST FORM

CONTINUING NONDEGREE PROGRAM -- THE UNIVERSITY GRADUATE SCHOOL -- Kirkwood 111 -- IUB

(Student's Name--Last, First, Middle)

(Student's I.D. No.)

(Sem./Yr.)

REQUESTED COURSE

(Subject)

(Catalog No.)

(Class No.)

(Units)

TO THE STUDENT: Please indicate the desired course enrollment status: **credit** ____ **audit** ____*

*You may audit a course through the CND program only if you are enrolling in a course for credit during the same semester. In addition to this form, you must obtain a memo of permission from the instructor to audit. If you plan to audit all courses, you should not complete this paperwork or enroll through the CND program. Contact the Registrar (812) 855-0121 for registration instructions.

If you plan to enroll in all undergraduate courses, you should enroll through the School of Continuing Studies, Owen 202, (812) 855-4991 in order to obtain undergraduate tuition rates (see <http://continue.indiana.edu>).

On this form, enter only one course and obtain two signatures as described. If, however, you are interested in a graduate business or music course, you must first report to the director of graduate studies of the appropriate school. These signatures give you permission to register for this course if space is available the day you register; they do not guarantee actual enrollment. If a course has a "PERM" (permission required) or "RSTR" (restricted) notation in the on-line listing, **the department offering the course** has to provide you on-line authorization in addition to signing this form. **This form is required for every course in which you register whether in person or on-line.** If you register after the first week of classes, the department must sign an additional form (for each course) known as the *Blue Late Registration* form. Obtain a blue form for each course in Kirkwood 111.

TO THE INSTRUCTOR AND CHAIRPERSON: The person named above is hoping to enroll in this course through the University Graduate School's Continuing Nondegree Program. In the CND program, a post-baccalaureate individual may take courses for personal enrichment or to show an academic unit that he/she is capable of doing graduate work. This person is not currently affiliated with a department or working toward an I.U. degree although enrollment may be for credit and regular grades. For each course desired, the student must receive prior permission to enroll from both the instructor and the chair of the department offering the course.

TO THE INSTRUCTOR: If you are satisfied that this student has sufficient background and you have no objection to his or her enrollment in your course, please sign below.

(Instructor's Signature)

(Date)

TO THE DEPARTMENT CHAIRPERSON: If present enrollment expectations are favorable for this person to register for the course (but only at the time designated for Continuing Nondegree students) without depriving a regular degree student of enrollment in the class, please sign directly below.

(Chairperson's Signature)

(Date)

If you will not grant permission for this individual to register at the time designated for nondegree students but will allow him or her to attempt to register for the course during the *Late Schedule Adjustment* period, please sign below.

(Chairperson's Signature)

(Date)