IT IS A STUDENT’S RESPONSIBILITY TO OBTAIN ALL NECESSARY SIGNATURES AND WALK THIS FORM OVER TO THE OFFICE OF THE REGISTRAR FOR PROCESSING. NO EXCEPTIONS.

Permission to Take Graduate or Undergraduate Course

GRADUATE STUDENTS DO NOT NEED DEPARTMENT CHAIR’S SIGNATURE

INSTRUCTIONS
1. Complete form and obtain the following signatures:
   • Academic Advisor
   • Department Chair (required for undergraduate students only)
   • Director, Graduate Services
2. Take the signed form to the Office of the Registrar for course registration

Student Name: ______________________________________________Today’s Date:________________
SCU I.D. #: __________________________ Daytime Phone:____________________________
Preferred Email:_____________________________________________________________
Academic Quarter:_________________ Year Course(s) shall be taken in:____________________
Subject:________________________ Catalog #:_____________________________________
Course Title: _____________________ Section Number:_____________________________
Subject:________________________ Catalog #:_____________________________________
Course Title: _____________________ Section Number:_____________________________

Undergraduate Students Only - List graduate courses in progress or already completed:
1 __________________ 2 __________________ 3 __________________
4 __________________ 5 __________________ 6 __________________

Required Signatures:
Advisor's Approval:________________________________________________ Date:
Department Chair Approval:________________________________________ Date:
(Required for undergraduate students only)
Graduate Services:________________________________________ Date:

Permission Number (if a course is full): ____________________________________