

PERMISSION TO ENROLL

INSTRUCTIONS

- Fill out the Student section of this form.
 - Contact the instructor for permission.
 - Instructors can sign this form or give permission via email.
 - Submit the completed form along with the instructor's permission to the appropriate division staff.
 - Division staff will grant you permission to enroll.
- *This form cannot lift financial or other holds that are not listed in the options below.*
 - *Students utilizing the Washington State Employee Tuition Waiver cannot override into a full course.*

TO BE COMPLETED BY THE STUDENT:

Quarter: Summer Fall Winter Spring Year: _____

Name: _____ Student I.D.: _____

Student Email: _____ Course Title: _____

Reason for Enrolling: _____ Course #: _____ Section: _____

Student Signature: _____ Date: _____

TO BE COMPLETED BY THE INSTRUCTOR: Select all approved permissions for request, sign and identify the Instructional Division below where the student needs to submit this form.

Class Overload

Instructor Permission

Late Enrollment

Instructor - Printed Name

Instructor Signature

Date

- Arts, Humanities and Communication:**
P Building, Room P100, 509-542-5531,
artshumanitiescommunication@columbiabasin.edu
- Business:** B Building, Room B119,
509-542-4405, business@columbiabasin.edu
- Career & Technical Education:** CTE Building, Room 101,
509-542-4804, careertechnicaleducation@columbiabasin.edu
- Computer Science:** T Building, Room T551,
509-544-2262, computerscience@columbiabasin.edu

- Education:** X Building, Lobby, 509-542-5608,
education@columbiabasin.edu
- Health Sciences:** 891 Northgate Dr, Richland Campus,
HSC Building, HSC 209, 509-544-8306,
healthsciences@columbiabasin.edu
- Math, Science and Engineering:** T Building, Room T202,
509-542-4783, mathscienceengineering@columbiabasin.edu
- Social and Behavioral Sciences:** SWL Building, Room SWL 201,
509-544-4914, socialscience@columbiabasin.edu

For office use only:

Comments (optional): _____

Student permitted to register on: _____ Permission Expires: _____ Staff initials: _____