

# ADD PERMIT

This permit is to be used **ONLY** during the first **TWO** weeks of classes  
**and ONLY for ADDING courses requiring instructor approval**  
 After second week of classes, obtain "Petition to Add/Drop after Deadline"

Name: \_\_\_\_\_  
 (last) (first) (mi)

Daytime Phone: \_\_\_\_\_

Student ID#: \_\_\_\_\_

Semester/Year: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**INSTRUCTIONS:**

1. Obtain instructor approval and take form to the appropriate department office.  
Use a separate Add Permit for each department.
2. After 48 hours, check your schedule on CASPER (#5). If permitted, Add the class. (#2).  
If neither added nor permitted, check back with department staff.
3. Remember that All **HOLDS** must be cleared before you can add a class.
4. All transactions must be **completed** within the two-week period.  
CASPER closes at 5:00 p.m. on Friday of the second week of classes.

ACTION REQUESTED		Course Call No.	Department and Course Number	Section	Unts	Instructor Approval	Date
Add for Credit	Add for Audit						

REASON FOR ADD REQUEST: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**This ADD PERMIT is to be used for the following actions that require department approval:**

1. ADD when class limit has been reached via CASPER.
2. ADD when permission from the department is required (e.g. supervisory courses, special problems, courses not available through CASPER, etc.)
3. CHANGE course registration from Credit to Audit or Audit to Credit.
4. REQUEST exemptions to major or class level restrictions; or test prerequisites.

DEPARTMENT USE ONLY

Approved (by) \_\_\_\_\_ Date: \_\_\_\_\_

Denied. Comments: \_\_\_\_\_

Submit signed form to department offering the course(s).