PERMIT REQUEST

CAL POLY
OFFICE OF ACADEMIC RECORDS

USE THIS FORM ONLY WHEN COURSES ARE FULL

Submit this form to the Office of Academic Records (01- 222) after the regular Registration Rotation through 4:00pm the last day to add (the 11th day of the term).

Circle Term: FALL WINTER SPRING SUMMER YEAR: _____

STUDENT NAME:_____
PRINT Last First Middle Initial

PHONE NUMBER: _____ EMAIL: _____

STUDENT ID NUMBER: | | | | – | | | – | | | | | MAJOR: _____

	Course	Number	Section	Units	Instructor's Signature Required	Date
SAMPLE	ENGL	0134	- 01	4	Instructor's Signature	6/27/03
			-			
			-			
			-			
			-			

ATTENTION STUDENTS:

YOU WILL REGISTER FOR THE ABOVE COURSE(S) THROUGH WWW.POWER.CALPOLY.EDU OR BY PHONE ON CAPTURE @ 805-756-7777 DURING THE REGISTRATION PERIOD.

- If you do not register for the above course(s), it/they will not be added to your schedule and you will not receive a grade.
- If this form is submitted with incomplete or incorrect information, it will not be processed.
- You may register after 5:00 p.m. the day you submit the form.
- For lab/lecture co-requisite section changes use **"Conditional Drop/Add"** option on power or capture.

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I acknowledge that registration in classes is my responsibility. To confirm my registration transactions I will go to www.MustangInfo.calpoly.edu to view and to print my schedule or use option 5 # to *List Classes* on CAPTURE to ensure my transactions were accepted.

_____ _____
Student's Signature **Date**

M:\ESS\RECORDS\comm\OAR Forms\Permit.doc(Revised 062703 - ret: 3 months) 20# Bond Green OFFICE USE STAFF INITIALS_____DATE_____

↑***Fill out both sections***↓ ***Do Not Tear***: *Records will validate this receipt for you*

Student Name: _____ **SID#:**_____

	Course & Section	Units	Course Call Number	Date
SAMPLE	ENGL 0134 - 01	4	15762	6/20/03
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- You may register after 5:00 p.m. the day you submit the form.
- If you do not register for the above course(s), it/they will not be added to your schedule and you will not receive a grade.
- You must register for these courses by 7 p.m. on the 11th day of classes, the last day to add.
- To confirm your registration transactions, go to www.MustangInfo.calpoly.edu to view and to print your schedule or use option 5 # to listen to the *List Classes* on CAPTURE.
- For lab/lecture co-requisite section changes use **"Conditional Drop/Add"** option on power or capture.