

**Closed Class Entry Authorization Before Census Date**

**This form is only to be used under extraordinary extenuating circumstances.**

**Approval of this form will allow a student to enroll in a closed class by the date indicated.  
Permission of the instructor and division dean is required. Use a separate form for each course.**

**To be completed by student:**

Student's Name	NOVA Student ID Number
Current Term and Year	Date

**REQUEST ENTRY INTO THE FOLLOWING COURSE:**

<i>Example: 12345</i> Index Number	ENG Course Prefix	111 Course Number	001A Section #/Campus	16 weeks Session (e.g. 8 wk)

**Explain why entry into this course at this time is essential:**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**APPROVALS:**

1. _____ Instructor's Name (Print)	_____ <span style="float: right;">Date</span> Instructor's Signature
2. _____ Division Dean's Name (Print)	_____ <span style="float: right;">Date</span> Division Dean's Signature

**NOT VALID AFTER CENSUS DATE FOR THE COURSE**

**FULL PAYMENT IS DUE BY 5 PM THE NEXT BUSINESS DAY**

**Division Staff:** Add the student to the class, then return the form to Student Services for scanning and linking.

SSC Use only:  
Date scanned: \_\_\_\_\_ Initials: \_\_\_\_\_, Date added to course: \_\_\_\_\_ Initials: \_\_\_\_\_; Date Linked: \_\_\_\_\_ Initials: \_\_\_\_\_