

**Enrollment with Permission**

The On-Time Registration Policy requires students to enroll in classes before the classes begin. Under special and rare circumstances, students may be allowed to enroll/re-enroll in a class after it has begun. Use this form to request permission to be enrolled/re-enrolled in a class after it has begun and to explain why you should be allowed to enroll/re-enroll late. If you are co-enrolled in two sections (e.g., BIO 101 lecture and lab or ENG 111 and ENF 3, please request enrollment in both sections on the same form.

**To be completed by student:**

Student's Name \_\_\_\_\_ NOVA Student ID Number \_\_\_\_\_

Current Term and Year \_\_\_\_\_ Date \_\_\_\_\_

**Course Information:**

Index Number	Course Prefix	Course Number	Section #/Campus	Session
<i>Example: 12345/54321 (lab)</i>	<i>BIO</i>	<i>101</i>	<i>002A/0A6A (lab)</i>	<i>14 weeks</i>

**Explain circumstances regarding the request:** \_\_\_\_\_

\_\_\_\_\_

**Approvals:**

1. INSTRUCTOR. Signature indicates permission to enroll late. In the case of re-enrollment, instructor signature also verifies student attendance prior to the drop. Submit form to the Academic Dean after instructor's verification. **Instructor's signature does not guarantee approval for enrollment/re-enrollment.**

\_\_\_\_\_  
Instructor's Name (Print) \_\_\_\_\_ Instructor's Signature \_\_\_\_\_ Date \_\_\_\_\_

2. ACADEMIC DEAN. Academic Dean or designee must indicate whether request is approved or not approved.

APPROVED  NOT APPROVED Explanation: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Dean/Associate Dean Printed Name \_\_\_\_\_ Dean/Associate Dean Signature \_\_\_\_\_ Date \_\_\_\_\_

NOTVALIDAFTER (date) \_\_\_\_\_ (to be determined by academic dean).  
PAYMENT IS DUE BY 5:00 P.M. THE NEXT BUSINESS DAY.

**SSC Use Only:**

Date Scanned: \_\_\_\_\_ Initials: \_\_\_\_\_ Date Added to Course: \_\_\_\_\_ Initials: \_\_\_\_\_ Date Linked: \_\_\_\_\_ Initials \_\_\_\_\_