Student should fill out this entire form (except for instructor’s and Registrar’s signatures), obtain instructor’s signature, and bring the entire form to 107 Milbank.

From Instructor, to the Barnard Registrar:

Date: ___________________________

Please allow ___________________________ to enroll in my class:

- [ ] although it has reached its maximum enrollment.
- [ ] she is qualified to take this class.
- [ ] she has permission to do so.

Course: Subject: _________ Course Number: _________ Section: _________
(example: CHNSW 1102 05)

Call Number: _____________
(example: 34209)

________________________________________________   ______________________________________
(Signature and printed name of instructor)

From Student to the Barnard Registrar:

I have entered the call number for the above L course on myBarnard program.

When I clicked on the ADD button in the L Course Signup area, I got the following error message in the L Course area of myBarnard:

_______________________________________________________________

_______________________________________________________________

Signature of student                  UNI

From Barnard Registrar to: (student’s name): ___________________________

Course: ___________________________ will be added to the L database today. Please be sure to click on ADD in the L course area of your myBarnard program within the next three hours (or later). Be sure this class moves to the LIST OF COURSES. Check back with the Registrar’s Office if there is a problem.

Please ask your adviser to approve (or re-approve) your program after the course shows up in List of Courses.

Signature of Registrar’s Staff Member: ___________________________