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: ___________
(ex: CHNSW 1102 05)

Call Number: ________________
(ex: 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 my Plan on Student Planning.

I got the following message:

________________________________________________________________________________

________________________________________________________________________________

Signature of student                UNI

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

Course: _________________________ will be added to the L database today. Please be sure to Register for the course in Student Planning (you should be able to do so within three hours of submitting this form).

Signature of Registrar’s Staff Member: _____________________________________________