

COURSE ENROLLMENT REQUEST FORM



Return completed form to: Continuing Non Degree Program Advisor, Wells Library 1320 E. 10th St., Rm E546; nondegr@indiana.edu

_____ Student's Name: Last, First, Middle	_____ Student's I.D. No. (10 digits)	_____ Semester / Year	
_____ Requested Course: Subject / Department	_____ Catalog No.	_____ Class No.	_____ Units
TO THE STUDENT: Please indicate the desired course enrollment status: credit _____ audit _____*			

*(1) You may audit a course through the CND program only if you are enrolling in a course for credit during the same semester. In addition to this form, you must obtain a memo of permission from the instructor to audit. If you plan to audit all courses, you should **NOT** complete this paperwork or enroll through the CND program. Contact the Registrar (812) 855-0121 for registration instructions.

(2) If you plan to enroll in all undergraduate non-degree courses, you can enroll through University Division, Maxwell Hall 028, 750 E. Kirkwood Ave, Bloomington, IN 47405, (812) 855-7797, in order to obtain undergraduate tuition rates.

(3) If you are interested in a graduate business or music course, you must first report to the Director of Graduate Studies in Business and Music, respectively.

This form is required for every course in which you register whether in person or online.

On this form, enter only one course and obtain two signatures as described. These signatures give you permission to register for this course *if space is available* the day you register; they do not guarantee actual enrollment. **If a course has a "PERM" (permission required) or "RSTR" (restricted) notation in the online listing, the department offering the course has to provide you online authorization in addition to signing this form.** This form is required for every course in which you register whether in person or online. If you register after the first week of classes, the department must sign an additional form (for each course) known as the Late Registration form. Obtain a form for each course in Wells Library, 1320 E. 10th St., Rm E546.

TO THE INSTRUCTOR AND CHAIR:

The person named above is hoping to enroll in this course through the University Graduate School's Continuing Non-degree Program. In the CND Program, a post-baccalaureate individual may take courses for personal enrichment or to show an academic unit that he/she is capable of doing graduate-level work. This person is not currently affiliated with an IU department or working toward a degree although enrollment may be for credit and regular grades. For each course desired, the student must receive prior permission to enroll from both the instructor and chair of the department offering the course.

TO THE INSTRUCTOR:

If you are satisfied this student has sufficient background and have no objection to his/her enrollment in your course, sign below.

Instructor's Signature

Date

TO THE DEPARTMENT CHAIRPERSON:

If present enrollment expectations are favorable for this person to register for the course (but only at the time designated for CND students) without depriving a regular degree student of enrollment in the class, please sign directly below.

Chairperson's Signature

Date

If you will not grant permission for this individual to register at the time designated for non-degree students but will allow him or her to attempt to register for the course during the Late Schedule Adjustment period, please sign below.

Chairperson's Signature

Date