

# COURSE ENROLLMENT REQUEST FORM



Load signed form to **CND** application or return to Continuing Non Degree, Wells Library 1320 E. 10<sup>th</sup> St. Rm E546; [nondegr@indiana.edu](mailto:nondegr@indiana.edu)

_____		
<b>Student's Name:</b> Last, First, Middle	Student I.D. # if known (10 digits)	Semester / Year
_____		
<b>Requested Course:</b> Subject/Department	<i>Catalog #, Example: M303</i>	<i>Class #, Example: 7390</i> Units or # of Credits
<b>TO THE STUDENT:</b> Please indicate the desired course enrollment status: credit _____ or 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 present the signed **Audit Authorization Memo** from the instructor to Student Central. **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.

## The student is responsible for obtaining the signatures. This form is required for every course.

On this form, enter only one course and obtain two signatures as described. This form is required for every course in which you wish to register. 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 Schedule of Classes listing, the department offering the course has to provide you Online authorization in addition to signing this form.**

### 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 status. In the CND status, 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 Registration period, please sign below.

\_\_\_\_\_  
Chairperson's Signature

\_\_\_\_\_  
Date