

[Front of half-page form:]



Office of the Registrar – CRA 3900
 Phone 760-750-4814; Fax 760-750-3700
 Email: registrar@csusm.edu

COURSE PREREQUISITE WAIVER & ADD FORM

Term: Spring ____ Summer ____ Fall ____

Are you enrolling through Open University? Yes No

Student: Your signature authorizes the change to your class schedule. Should your plans change, you will be responsible for dropping or withdrawing based on the deadlines and procedures in the Class Schedule.

Print: Last Name, First Name	Student ID	Email: ... @csusm.edu	Signature	Date

Student completes this portion:			Required from Faculty or Designee – Faculty/designee’s signature authorizes an override of course prerequisites.		
Class Number	Course Title	Units	Permission Number	Faculty or Designee Signature	Date

Office Use:
 Processed By: _____ Date: _____ *This form replaces the **Schedule Adjustment Form** – Effective April, 2008. Office of the Registrar.

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Course Prerequisite Waiver & Add Form – Instructions

Instructions:

- (1) To secure approval, students must meet with the faculty teaching the course or faculty designee and show evidence (transfer transcripts; degree audit, etc.) that course prerequisites have been satisfied.
- (2) Faculty must include a permission number. Class Permission Numbers are used to facilitate student enrollment in classes.
- (3) Form is submitted to Cougar Central (CRA 3900). **Note: Only the faculty of record or designee may waive course prerequisites.**