

**CLARK ATLANTA UNIVERSITY
CLOSED CLASS APPROVAL FORM**

OFFICE OF THE UNIVERSITY REGISTRAR

OFFICE NUMBER (404) 880-8938
Fax Number (404) 880-6083

Instructions for Closed Class Approval:

- Students must obtain permission from the instructor of the course and the Department Chair or School Dean in which the course is being offered.
- Students should only be issued an *approval* as needed. The Office of the University Registrar will take no responsibility for the misuse of this form by students.
- When issuing a Closed Class Approval please keep in mind that if you permit additional students to register for your course and you exceed that capacity, you may not have a seat for them and a larger room may not be available. This may help your decision regarding issuing permission for closed courses as well as restricted courses.

Attention Student:

1. In order to complete the process for entering a closed class, you must return this *form* to the Office of the University Registrar, Trevor Arnett, Room #102, with all appropriate signatures.
2. Check the academic calendar for registration dates.
3. Check **Bannerweb** to confirm that the class was entered correctly.
4. Retain your date stamped copy of this form for your file.

Name:	Student ID#	Contact Phone#
Semester/Year:	Major:	Classification:

CRN	Course Prefix	Course #	Section #	Course Title	Instructor's Signature

Explanation:

Advisor's Signature Date

Dept. Chair or School Dean Signature Date

****DO NOT WRITE BELOW THIS LINE****

REGISTRAR'S OFFICE USE ONLY

Processed By: _____

Date: _____