REQUEST TO ENROLL IN A YALE PROFESSIONAL SCHOOL COURSE

This form must be completed in its entirety to request permission to enroll in a professional school course. Incomplete forms will not be processed. Regulations governing enrollment in professional school courses are published in the *Yale College Programs of Study*, in the Special Arrangements section. Read these regulations carefully.

**INSTRUCTIONS FOR FALL 2019:**
1. If the course is available in OCS, add the course to your schedule worksheet; if not, add the course to your printed schedule worksheet in the include/remove section, or otherwise complete a Course Change Notice.
2. For courses in the **School of Management**, you must complete Step 1 above and then request permission from SOM before completing this form. Submit requests at [https://portal.som.yale.edu/page/for-non-som-yale-students](https://portal.som.yale.edu/page/for-non-som-yale-students).
3. Attach the course syllabus. **Request forms without accompanying syllabi will not be processed.** If a syllabus is not available, attach an explanation.
4. Obtain signatures from the instructor and the professional school registrar. **Forms will not be processed without these signatures.**
5. Submit the form and syllabus to your residential college dean’s office no later than:
   - **September 18, 2019:** full-term and first-half courses;
   - **October 28, 2019:** second-half courses
   Late forms may not be approved and are subject to fines; early submission is strongly recommended.
6. You will be notified by e-mail of the result of your petition, decisions are made on a rolling basis. Not all petitions are approved, and not all approved courses earn a full credit.

Name: ___________________________________________________________ Res. College: _____ Class Year: _____

ID #: ____________________________ Major(s): __________________________________________________________

E-mail: __________________________________________________________________________________________

[ ] Check if admitted to the five-year MPH program or the simultaneous BA/MM program

Course subject, number, and title: ___________________________________________________________

___________________________________________________________________________________________________________________________

Indicate the primary school of the course: Architecture  Art  Divinity  Drama  F&ES  GSAS  Law  SOM  Medicine  Music  Nursing  Public Health

Number of credits in primary school: _____ Multiple title(s): _____________________________________________

Course requirements summary (e.g., length of papers, number and type of exams, class participation, projects):

___________________________________________________________________________________________________________________________

___________________________________________________________________________________________________________________________

Start & end dates, meeting day(s) & times (e.g., 8/31-12/9, M 2:30-4:20): _______________________________________

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**NOTE:** The deadlines of Yale College, including those regarding late work, incomplete work, and submission of course grades, apply to Yale College students enrolled in professional school courses.

Student’s signature: __________________________________________________________ Date: _________________

Instructor’s name: __________________________________________ Signature: __________________________ Date: ________

Professional School Registrar name: _____________________________

Signature: __________________________________________ Date: __________________

For University Registrar’s Use Only:

Res College Date Stamp: _____________________________

YC credits: _____ Date: __________ YURO signature: _____________________________

Notes: _____________________________________________________________________________________________