

## 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 SPRING 2020:

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>.
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:  

**February 4, 2020:** full-term and first-half courses; **March 30, 2020:** 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 email 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    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., 1/13-4/24, M 2:30-4:20): \_\_\_\_\_

**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: \_\_\_\_\_

|                         |   |
|-------------------------|---|
| Res College Date Stamp: | For University Registrar's Use Only:<br><br>YC credits: _____ Date: _____ YURO signature: _____<br><br>Notes: _____ |
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