



Office of Admissions and Records
Class Enrollment Request

Fill out this form to obtain instructor permission to enroll in a class that requires permission, you do not meet the requisites for the class, the class is full, etc.

This is a student initiated form so please make sure you discuss the enrollment with your instructor before starting it so they can anticipate signing it via DocuSign. After the instructor approves the enrollment the form will automatically be routed to Admissions & Records for processing.

By completing this form the student gives Admissions & Records permission to complete the enrollment on their behalf. An email will be sent via DocuSign once the request is completed. Enrollment dates and deadlines are determined by the Academic Calendar and enrollment is not guaranteed: unr.edu/admissions/records/academic-calendar.

IMPORTANT NOTE: It is the student's responsibility to login in to MyNEVADA and pay any fees associated with the new enrollment before the end of the day the enrollment was processed to avoid late fees.

Student Name _____ NSHE ID _____

Signature _____ Date _____

Requested Enrollment Permission:

- Closed/Full class
- Requisites not met
- Department Permission
- Other:

Class Information:

Term <i>Ex: Fall 2020</i>	Class Subject & Number <i>Ex: ENG 101</i>	Class Section <i>Ex: 1001</i>

Instructor Name _____

Signature _____ Date _____

For Office Use Only Approved Evaluator _____ Date _____
 Denied