



Prerequisite Approval Form

The following information must be completed by the student and approved by the instructor of the course and the appropriate department's chairperson to allow a student to be registered in a course for which a student has received a message in Campus Connection indicating that a prerequisite has not been met. Note the additional questions regarding closed class status and whether a particular course should be added to DSU's database of course equivalencies in Campus Connection.

Student Name _____ Student ID _____

Email Address _____ Phone _____

Course for which the student would like to register at DSU:

Class #	Prefix	Course #	Course Title	Instructor
Prerequisite course details (taken at another college or university):				
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Prefix	Course #	Course Title	Permission #
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Rationale: _____

Prerequisite Approval Forms must be returned to the One Stop by DSU faculty or staff in person, via campus mail, or sent to dsu.onestop@dickinsonstate.edu. If the student is not enrolled, the One Stop will send an email to the student and the appropriate department administrative assistant.

THIS FORM WILL NOT BE ACCEPTED FROM THE STUDENT.

_____ This is a one-time prerequisite approval intended **ONLY** for the student named above.

_____ Waive prerequisite for student listed above.

_____ Enrollment permitted if class is closed: _____
Signature of Instructor

_____ This course should be added to DSU's course equivalencies in Campus Connection.
A Course Equivalency Form is attached for processing.

Signature of Instructor

Date

Signature of Department Chairperson

Date

Completed by the One Stop Name _____ Date _____

_____ Student successfully registered in requested course.

_____ Student was not successfully registered in requested course for the following reason(s):

_____ Academic or Business Office hold prevented registration

_____ Requested course is full OR registering would cause an Excess Load situation
(the appropriate form should be submitted to avoid this issue)

_____ Other as Explained: