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 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): __________________________________________________________

Email: ____________________________________________________________________________________________

[ ] 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., 8/28-12/6, 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: ____________________________________________________________

Professional School Registrar signature: ____________________________ Date: __________

Res College Date Stamp: ____________________________ For University Registrar’s Use Only:

YC credits: _______ Date: __________ YURO signature: ____________________________

Notes: __________________________________________________________________________________________

Res College Date Stamp: ___________________________________________________________