

THIS FORM MUST BE COMPLETELY FILLED OUT. INCOMPLETE FORMS WILL BE PROCESSED.

HUMAN & COMMUNITY DEVELOPMENT DEPARTMENT

Permission To Add (PTA) Request Form

Student ID: _____ **Full Name** _____

Instructor: _____

Course: _____ **Section:** _____

CRN: _____

Instructor's Signature: _____

Date: _____ **Term:** _____ **PTA #:** _____

Instructions: Return this form to HCD Advising Office in 1303 Hart Hall to receive your PTA number. It is your responsibility to make sure you adjust your units for all research and internship coursework (if taking more than one unit) on a separate screen on SISWeb (otherwise it will default to one). PTA's must be used within 72 hours of being issued or it will revoke and not be reissued.

Human & Community Development Department

Issued to: _____
Course/Section: _____
Date/Time: _____
PTA #: _____

Instructions: Please note that if you are wait listed for the course you have obtained a PTA number for, you must first drop yourself from the waitlist before you can add the course. PTA's must be used within 72 hours of being issued.

