



# Permission to Take Graduate or Undergraduate Course

**IT IS THE STUDENT'S RESPONSIBILITY**

**TO OBTAIN ALL NECESSARY SIGNATURES AND SUBMIT THIS FORM TO THE GRADUATE ENGINEERING OFFICE IN HEAFEY HALL, ROOMS 240,241, 242 OR 243 OR EMAIL TO [LMJOCEWICZ@SCU.EDU](mailto:LMJOCEWICZ@SCU.EDU) GRADUATE STUDENTS ARE NOT REQUIRED TO ENROLL IN UNDERGRAD LABS AND DEPARTMENT CHAIR'S SIGNATURE IS NOT REQUIRED, ONLY ADVISOR**

**INSTRUCTIONS** Complete form and obtain the following signatures:

- Academic Advisor
- Department Chair (required for undergraduate students only)
- Student Signature
- Graduate Services will review and process enrollment into courses

Student Name: \_\_\_\_\_ Academic Program: UGRD GRAD BS/MS

SCU I.D. #: \_\_\_\_\_ Email: \_\_\_\_\_

Circle One Quarter: Summer 2024 Fall 2024 Winter 2025 Spring 2025 Summer 2025

*(Sample) Course Section- ENGR 123-1 (if there is no section number, use course example ENGR 123)*

Course Section: \_\_\_\_\_ Course Section: \_\_\_\_\_

Course Section: \_\_\_\_\_ Course Section: \_\_\_\_\_

Course Section: \_\_\_\_\_ Course Section: \_\_\_\_\_

**Undergraduate Students Only** - List graduate courses in progress or already completed: **Only 20 units can transfer to your Graduate Degree (the 20 units cannot apply toward your undergrad degree)**

\_\_\_\_\_  
\_\_\_\_\_

**REQUIRED SIGNATURES:**

Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Department Chair Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
**(Required for undergraduate students only)**

\_\_\_\_\_  
STUDENT SIGNATURE

\_\_\_\_\_  
DATE

FOR GRADUATE OFFICE USE-  
GRADUATE UNITS COMPLETED \_\_\_\_\_

DATE PROCESSED \_\_\_\_\_