IAFS/PACS Enrollment Request
Permission To Enroll/Administrative Add

Instructions/Information:

- ✓ Review the Enrollment Error Messages page for info on errors and eligibility.
- ✓ Complete **all sections,** obtain signatures, and email the form to iafs@colorado.edu.
- ✓ Once approved, IAFS will follow up with the student and instructor.

Student Information:

Student Name: _____ Student ID Number: _____

Student CU Email: _____

Course Information:

Dept, Course & Section #: _____ Semester & Year: _____

Instructor Name: _____ Instructor Email: _____

Reason for Enrollment Request (Errors): Select all that apply.

Max enrollment: The student will be enrolled over the course's max enrollment.	
Course requirements: The student lacks one or more listed prerequisites.	
Departmentally controlled: Enrollment requires departmental/instructor approval.	
Credit requirements: The student does not meet the course's credit requirements.	
Add/drop deadline: It is after the official registration deadline for the term.	

Enrollment Eligibility: Enrollment cannot be approved if any item below is marked "Yes."

		Yes	No
Student	The student has a registration hold (academic, advising, financial)		
	The student has a time conflict with another enrolled course		
	The student is already enrolled in another section of the same course		
	The student is already at the credit limit for the term		
	The student is not eligible to enroll for the term in question		

Instructor	Enrollment would violate classroom fire code (room capacity)		

Students accept responsibility for repercussions for enrolling in the course, including but not limited to:

- Classes added after the Colorado Opportunities Fund (COF) deadline will not receive any additional funding. Contact the **Registrar** and **Bursar** offices with questions.
- Students assume all responsibility for impacts on tuition and student record and should review the university's official **Academic Calendar** for Add/Drop Deadlines.

I have reviewed, understood and approve the information above.

Student Signature: _____ Date: _____

I have reviewed, understood and approve the information above.

Instructor Signature: _____ Date: _____

11/11/25 EB