



UNIVERSITY OF  
SOUTH FLORIDA  
COLLEGE OF ARTS & SCIENCES

## PERMIT FORM

### Department of Africana Studies

During the first week of classes, a student can receive a permit to register for a course. If you simply add their name to the course roster - this will **NOT** register them for the course. The university has a mandatory first day of class attendance rule.

1. Professors are required to take attendance on the first day and indicate which students did not attend the first day of class.
2. Return the roster to the department or Registrar's Office on the first day the course meets.
3. The Registrar's Office will delete the names of the students who did not attend the first day of class. This will allow other students to register for your course.
4. After the first day of classes, if you have students who want to be added and the course is not full, they will need to go on-line and register.
5. After the first day of class (after the Registrar's Office has deleted the students who did not attend the first day of class and those seats have been filled), if your course is full and you would like to accept a student(s) into your closed course, please complete the permit below for each student.
6. The permit must be given to the Office Manager by the professor: via e-mail [yeisenha@cas.usf.edu](mailto:yeisenha@cas.usf.edu) or on this form.
7. The permit will be processed and then the student must register for the course on-line.
8. After the first week of classes, a new roster will be given to you listing all registered students. If a student does not appear on this roster they are **NOT** registered for the course. Please inform them they are not register for the course and they must register for the course.

**Please remember Exit Courses:** Black Women in American and Major Black Thinkers are for juniors, seniors and graduate students only. The student must be in the systems as a junior, senior or graduate student to take these courses. **NO EXCEPTIONS!**

**This form can only be given to the Office Manager by the Professor.**

<b>Full Name</b>	
<b>USF Student Number</b>	<b>U</b>
<b>Course Reference Number</b>	
<b>Course and Section Number</b>	
<b>Classification of the Student circle one: freshman, sophomore, junior, senior, graduate</b>	
<b>Signature of Professor</b>	
<b>Date</b>	