REQUEST FOR PERMISSION TO ADD NUMBER
MATHEMATICS

PTA means "Permission to Add." When a student is unable to enroll in a section of a course via Sisweb because of a time conflict or a restriction, the instructor may issue the student a PTA number. With a PTA number, the student will be able to enroll via Sisweb. Please note that if you issue a PTA number to a student for one of the reasons mentioned above and the class is closed, you will be over-enrolling the class.

DATE: ___________________ STUDENT'S NAME: ________________________________
E-MAIL ADDRESS: ________________________________
STUDENT'S ID#: ________________________________
COURSE/SEC: __________________________ CRN: __________________________________________

REASON FOR REQUEST: _____________________________________________________________

________________________________
INSTRUCTOR: ____________________________
Printed Name

__________________________
Instructor’s Signature

PLEASE BRING THIS SHEET TO 1130 MSB FOR RELEASE OF PTA NUMBER.

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COURSE/SEC: __________________________ CRN: __________________________________________
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Printed Name

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Instructor’s Signature

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