

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.