



Chesapeake College

Permission to Register Credit Student Form

Dear Student: If you cannot come to the campus to register due to an extenuating circumstance and you would like your parent, guardian or spouse to register you, please complete and submit this form at the time of registration. Please print all information clearly, including the full name of the person you wish to authorize.

Student Name: _____ Student ID# or SS#: _____

Semester of Intended Enrollment: Summer Fall Spring Year: _____

I give _____ my _____ permission to register
Name (Person must be 18 years or older) (Relationship to student)

me for the following class(es):

Please print course information below.

Course Number/Section Number Ex: PSC-150-601	Course Name: Ex: General Psychology

I can be reached at the following telephone number (daytime): _____

In order to have a third party register a student for a class, the student must have on file:

1. ____ A Chesapeake College admissions application.
2. ____ ACCUPLACER test scores or college transcripts showing that the requirements have been met in order to enroll in the above stated courses.

Reminder for Visiting Students: A “**Permission to Study at Another Institution**” form from your home institution must be submitted **before** registration can take place. This form will allow you to waive the required testing or prerequisites, and it is your current academic institution’s responsibility to ensure that the courses are acceptable for your program major and graduation requirements.

 Student Signature

 Date

If you have questions regarding this form or the registration process, please call the Office of Records & Registration at 410-827-5876.