

**PERMIT REQUEST FORM**  
**DEPARTMENT OF MECHANICAL ENGINEERING**  
**USE INK ONLY**

UID: \_\_\_\_\_

Name (Last, First): \_\_\_\_\_

Phone: \_\_\_\_\_

USF Email: \_\_\_\_\_

PGU/EGU     Admitted ME Student     Outside of Department     Outside of College

*I understand that by signing below I have the required pre-requisite(s) for the courses listed on this form.*

\_\_\_\_\_  
 Student Signature

\_\_\_\_\_  
 Date

Semester/Year: \_\_\_\_\_

CRN (Reference #)	PREFIX AND NUMBER	COURSE TITLE	ERROR MESSAGE(S)	INSTRUCTOR OVERRIDE*	For Staff Use Only

Advisor Approval and Date: \_\_\_\_\_

*THIS FORM MUST BE TAKEN TO THE MECHANICAL ENGINEERING OFFICE (ENC 2300) IN ORDER FOR YOU TO RECEIVE A PERMIT.  
 Once the permit has been issued, it is your responsibility to register for the course(s) in OASIS. Receiving a permit does not guarantee you a seat in  
 the course.*

COURSE SUBSTITUTIONS APPROVED BY ADVISOR: \_\_\_\_\_

*\*Instructor override is required for a closed course, pre-requisite error message, and outside of department/college requests.*

**Permit Request Rules and Limitations:**

1. Permits are issued on a first come, first serve basis.
2. Submission and approval of the permit request form does not guarantee you a seat in the course.
3. Permits for closed courses must include the instructor's approval.
4. Once a permit has been issued it is the student's responsibility to register for the course(s) in OASIS.
5. For Senior Mechanical Design please obtain a Senior Mechanical Design Contract from the website and submit it along with your permit request form.
6. Permits will only be issued for the specific error message received in OASIS when trying to register for the requested course(s). Be sure to include the error message(s) for each course on your permit request form. Common error messages include:

<b>Banner Permit Code</b>	<b>Error Message/Permit Justification</b>
CLOSED	Closed section
CO-REQ	Co-requisite not met
DEGREE	Degree restriction
MAJOR	Major restriction
PRE-REQ	Pre-requisite not met
DUPLICATE	Duplicate Course
TIME	Time conflict