Request to Obtain Clearance for Restricted Course(s) for the  
College of Education & Human Development (COEHD)  
Spring 2011

To have your request processed, you MUST be admitted to the Teacher Certification Program. Both an e-mail confirming your admission and a Criminal Background Check Form MUST be attached. Once your request is approved, you will be able to self-register on ASAP for the appropriate sections, as listed on the Class Schedule. Go to WebCT for instructions on how to check your status on ASAP. If you are not yet admitted to the Teacher Certification Program, you need to fill out a new request once you are admitted. Requests are handled in order received and may take up to 5 working days to process.

1. Have you attached e-mail confirming admission to TC Program? Yes ________ No __________
2. Have you attached the Criminal Background Check Form? Yes ________ No __________
3. Have you completed the prerequisites? Yes ________ No __________
   (To view all applicable prerequisites, go to COEHD Undergraduate Degree Worksheets)

Section A: Student Information

Name: ___________________________________________ Banner I.D. @ _______________________
                    Last Name    First Name

Preferred E-mail Address: __________________________ Phone# ________________________

Is your file kept at: 1604 Campus Downtown Campus (circle one)

Section B: Certification Program and Major (check all boxes that apply in both section A and B)

A) □ Undergraduate □ Secondary Certification □ Post-baccalaureate

B) □ IDS EC-6 □ IDS 4-8 □ IDS Special Education □ IDS degree only
   □ Health □ Kinesiology □ BBL

Section C: Restricted Course Request:

Requested Course 1: _________________________________________
   Discipline  Course #  Section #

Requested Course 2: _________________________________________
   Discipline  Course #  Section #

Requested Course 3: _________________________________________
   Discipline  Course #  Section #

Requested Course 4: _________________________________________
   Discipline  Course #  Section #

Requested Course 5: _________________________________________
   Discipline  Course #  Section #

This request does not reserve you a seat in the requested class(es).
This request is valid for the current semester only.

Action Taken - Mark all that apply
□ E-mail confirming admission to TCP attached
□ Criminal Background Check form attached
□ Set SFASRPO permission
□ Registered for Course
□ Not Registered
  ○ Class filled
  ○ Time conflict with another course
  ○ Non-Advising hold __________________
  ○ Pre-Requisite not met
  ○ Other ____________________________

10-2010