



# Prerequisite Approval Form

The following information must be completed and approved by the instructor of the course and the appropriate department's chairperson to allow a student to be registered in a course for which a student has received a message in Campus Connection indicating that a prerequisite has not been met. Note the additional question regarding whether a particular course should be added to DSU's database of course equivalencies in Campus Connection.

Student Name \_\_\_\_\_ Student ID \_\_\_\_\_

Email Address \_\_\_\_\_ Phone \_\_\_\_\_

Course for which the student would like to register at DSU:

Class #	Prefix	Course #	Course Title	Instructor
Prerequisite course details (taken at another college or university):				

Prefix	Course #	Course Title	
Name of the College or University			Term

**Rationale:** \_\_\_\_\_

**Prerequisite Approval Forms must be returned to the One Stop by DSU faculty or staff in person, via campus mail, or sent to [dsu.onestop@dickinsonstate.edu](mailto:dsu.onestop@dickinsonstate.edu). Only one signature from either the instructor or department chairperson is required.**

**THIS FORM WILL NOT BE ACCEPTED FROM THE STUDENT.**

\_\_\_\_\_ This is a one-time prerequisite approval intended **ONLY** for the student named above.

\_\_\_\_\_ Waive prerequisite for student listed above.

\_\_\_\_\_ This course should be added to DSU's course equivalencies in Campus Connection.  
A Course Equivalency Form is attached for processing.

_____ Signature of Instructor	_____ Date
_____ Signature of Department Chairperson	_____ Date

**Completed by the One Stop** Name \_\_\_\_\_ Date \_\_\_\_\_

\_\_\_\_\_ Student successfully registered in requested course.

\_\_\_\_\_ Student was not successfully registered in requested course for the following reason(s):

- \_\_\_\_\_ Academic or Business Office hold prevented registration
- \_\_\_\_\_ Requested course is full OR registering would cause an Excess Load situation (the appropriate form should be submitted to avoid this issue)
- \_\_\_\_\_ Other as Explained:

If the student is not enrolled, the One Stop will send an email to the student and the appropriate department administrative assistant.