

SPECIAL PERMISSION - VISITING STUDENT STATUS

Portland State University, School of Business Administration (SBA), Undergraduate Programs Office
P.O. Box 751, Portland, OR 97207-0751, Phone: (503) 725-3712, Fax: (503) 725-5740

Special Permission – Visiting Student Status is for students who are formally admitted to a business program at another university or who are admitted to a graduate program (including at PSU) who need to take business courses at PSU and transfer the credits to meet their program requirements.

Students not formally admitted to PSU or who have never taken a class at PSU must submit a quick-entry form to the Registrar's Office in Neuberger Hall before submitting this form. If you do not pursue quick-entry student status, it will delay the processing of this form.

❖ **IMPORTANT:**

- ◆ Students with quick-entry status are limited to 8 credit hours in the Fall, Winter, and Spring quarters. Summer quarter has a 21 undergraduate credit hour and a 16 graduate credit hour maximum.
- ◆ Complete the Special Registration form available in the SBA Student Services Office, Room 240 SBA, during Continuous Registration (see the Schedule of Classes for dates). Then take the stamped Special Registration form to the Registrar's Office in Neuberger Hall.
- ◆ BA 530, Competing in a Global Environment, requires the signature of the SBA Director of Graduate Programs.
- ◆ Special Permission does not guarantee a space in the class. Registration is on a space available basis.
- ◆ PSU faculty reserve the right to determine if students are qualified to take courses listed below. If unqualified, the student may be dropped from the course.

Student Name: _____ PSU Student ID #: _____

Student Address: _____
street city state zip

Phone Number: _____

PSU Course(s) being requested	<u>Subject</u>	<u>Course No.</u>	<u>Credits</u>	<u>Quarter</u>	<u>Year</u>
Example:	BA	200	4	Fall	20XX
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____
	_____	_____	_____	_____	_____

❖ University currently admitted to: _____

❖ Are you admitted to a business or graduate program? Yes No

What Department/Program? _____

❖ Are you in good standing within that program? Yes No

❖ Class Standing Sophomore (≥45cr) Junior (≥90cr) Senior (≥135cr) Graduate

(Must meet this level before the quarter that requested course is offered. These are quarter credits. If you attend a semester school, multiply the number of credits you have earned by 1.5)

❖ Have you met the standing level and prerequisites for these courses? Yes No

Signatures are required to verify that requirements are understood and met. All sections of this form must be complete to be considered.

Student Signature: _____ Advisor Signature: _____

Print Name: _____ Print Name: _____

Date: _____ Title: _____

Date: _____

Please use another form if more space is needed for list of courses to be taken.