



SCHOOL OF
PUBLIC HEALTH

Registration Request

PART I: STUDENT INFORMATION

Student Name: _____

ID Number: _____

Program of Study: _____

The above student requests permission to enroll in the course listed below during the _____ term. The course should be applied to the student’s degree requirements as indicated. Term, Year

PART II: COURSE INFORMATION

Requested Course	CRN	Credit Hrs	Apply to
List course subject code, number, and title <i>(example: BSTA 525 Intro to Biostatistics)</i>		<i>(ex: 4)</i>	List degree requirement course fulfills, or specify “elective” <i>(example: “Area or Emphasis” or “Elective”)</i>

PART III: APPROVALS

Course Instructor

(not required for courses offered by the School of Public Health)

Signature

Date

Program Director*/ Faculty Advisor**

(not required for courses listed in approved program of study—consult your program guide or handbook)

Signature

Date

*For students in the following programs: Certif Public Health, Certif Biostats, MS Biostats, MPH Biostats, MS Biostats, MPH Env. Systems & Human Health, MPH Epidemiology, MPH Public Health Practice, PhD Epidemiology

**For students in the following programs: MPH Health Promotion, MPH Hlth Mgmt & Policy, PhD Community Health, and PhD Health Systems & Policy

**Submit this form as an attachment to sphregistration@ohsu.edu.
Please use the subject line “Registration Request [Course Name], [Your Name]”**



INSTRUCTIONS

1. Enter complete course information into the Registration Request form.
2. Obtain instructor and advisor/program director permission, if required – refer to the table below.
3. Submit form as an attachment to sphregistration@ohsu.edu.
Please use the subject line “Registration Request: [Course Name], [Your Name].”
4. You will receive confirmation that your request has been received.
5. Submitting a request does not guarantee enrollment. Your request will be reviewed. If it is approved, you will either be registered for the course by staff, or you will receive instructions on how to complete registration yourself.

SPH Registration Guide		Student Type	
		OHSU Registrant (All SPH students <i>except</i> those listed under PSU Registrants; see next column.)	PSU Registrant (Dual MPH/MSW and MPH/MURP students; MPH HP and HMP students who began prior to Fall 2016; PhD CH and HS&P students who began prior to Fall 2017)
Course Type	SPH Course, OHSU-based	Regular registration through SIS https://studentselfservice.ohsu.edu	<u>Special Registration</u> Submit Registration Request to sphregistration@ohsu.edu . No signatures required.
	SPH course PSU-based	Regular registration through SIS https://studentselfservice.ohsu.edu	Regular registration through Banweb https://banweb.pdx.edu/
	Non-SPH course, OHSU-based	<u>Special Registration</u> Submit Registration Request to sphregistration@ohsu.edu with the following signatures:	Contact sphregistration@ohsu.edu for guidance
	Non-SPH course, PSU-based	<ul style="list-style-type: none"> ○ Course Instructor ○ Program Director* or Faculty Advisor** <i>(not needed if course is pre-approved; consult the program of study in your Program Guide/Handbook)</i> 	Regular registration through Banweb https://banweb.pdx.edu/

*Cert PH, Cert Biostats, MS Biostats, MPH Biostats, MPH ESHH, MPH Epi, MPH PH Practice, PhD Epi, MD/MPH

**MPH Hlth Promtn, MPH Hlth Mgmt & Policy, MPH/MSW, MPH/MURP, MA/MS Hlth Stud, PhD Comm Hlth, PhD Hlth Sys & Policy

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