



SCHOOL OF  
**PUBLIC HEALTH**

**Special Registration Request**  
for non-SPH courses at PSU

**PART I: STUDENT INFORMATION**

Student Name: \_\_\_\_\_

PSU ID Number: \_\_\_\_\_

Academic Program: \_\_\_\_\_

OHSU ID Number: \_\_\_\_\_

**PART II: COURSE INFORMATION**

Requested Course List course subject code, number, and title <i>(example: BSTA 525 Intro to Biostatistics)</i>	Term, Year <i>(ex: Sp22)</i>	PSU CRN	Credits <i>(ex: 4)</i>	Apply to List degree requirement course fulfills, or specify "elective"

**PART III: APPROVALS**

\_\_\_\_\_  
**Course Instructor\***

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Faculty Advisor** (not required for courses listed in approved programs of study – consult your program guide)

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Date**

**\*NOTE TO INSTRUCTOR**

The School of Public Health is a partnership between OHSU and PSU. Because this student's academic records are managed by the OHSU Registrar's Office, there are some administrative differences of which to be aware:

1. There will be an additional, cross-listed, section of your course with subject code "SOPH03" in which the student will be registered. There may be a delay between when you give a student permission to enroll and when registration into the SOPH03 section is complete and feeds to Canvas. Please do not add the student manually, as this may cause problems. PSU's [Office of Academic Innovation \(503-725-6624\)](#) can assist if needed.
2. Grades for SPH students are submitted to the OHSU Registrar rather than through PSU's Banweb. You will receive a reminder when the grading period opens; please email grades to Zachary Adair ([zadair@pdx.edu](mailto:zadair@pdx.edu)), Administrative Coordinator for the OHSU Registrar's Office, and include:
  - Student name
  - Student ID
  - Course Subject, Number, and Title
  - Final Grade
3. If applicable, student disability accommodations information will be provided by OHSU.
4. You will be recorded as the instructor of record for this student at OHSU.

**INSTRUCTIONS FOR STUDENT**

1. Enter complete course information.
2. Obtain instructor signature and/or advisor permission, as required.
3. Submit form as an attachment to [sphregistration@ohsu.edu](mailto:sphregistration@ohsu.edu). **Use the subject line "Registration Request: [Course Name], [Your Name]."**
4. You will receive confirmation that your request has been received. Submitting a request does not guarantee enrollment.
5. If your request is approved, you either will be registered for the course by staff or sent instructions on how to complete registration yourself.

**Submit this form as an attachment to [sphregistration@ohsu.edu](mailto:sphregistration@ohsu.edu).  
Use the subject line "Registration Request [Course Name], [Your Name]"**