Sample email message to a DU professor requesting permission to register for a closed/graduate class, or a class for which you think you meet the pre-requisites but need the instructor’s permission to register.

The below is a suggested online of an email requesting permission to register for a course and some text as an example. Put this same or similar information in your own words. Do not “copy and paste” any part of this email into an email to a professor. Your voice is the most powerful voice a professor can hear. Let the email be authentically your own!

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Subject line: Request for permission to register for [course name]

Hello, Professor [Last name]:

[Introduce yourself]
I am an exchange student studying at DU this fall quarter. It will be my first and last fall quarter/year at DU, and my only opportunity to take a class with you.

[Make a clear request using detailed information on the specific class you want to take, and explain your situation as an exchange student]
I’m writing to request permission to register for your [course name and time, such as INTS 3988 International Monetary Relations course on Tuesdays and Thursdays from 2-4pm]. As a “special status” student, I need to receive faculty permission via email to register for many of my classes because my transcript is not fully loaded in the DU Banner system.

[Briefly explain your interest in and enthusiasm for the subject and need for the course. If applicable, mention previous courses that you’ve taken in the discipline. Specifically, if there is a DU course listed as a pre-requisite, mention any classes you’ve taken before that you feel could qualify as that pre-requisite (for example, if a 1000 level Business class is a pre-requisite, and you took an Introduction to Business class at your home institution, mention that). Do NOT mention anything about your request being at matter of convenience, such as “yours is the only class that fits into my schedule.” Personalize your interest so that you stand out from the rest of the many emails the professor will receive asking about registration. If it is a graduate level class, explain that you realize this is a graduate course but that you feel your past coursework would allow you to be prepared for the course.]

At my home university, I major in [your “major” is your primary area or field of study] in my [second, third, fourth] year. Your course is one of the reasons I applied to come to Denver, and it will fulfill a requirement for my degree. I have already done [one, two] years of coursework in this area. I noticed the following pre-requisites were listed for this course (list DU pre-requisite courses here). I have taken similar courses at my home institution that I feel would meet this requirement (list the courses you have taken here). I plan to pursue a career/graduate degree in [your interest] after graduation. May I register for your course?

[Briefly explain how to get more information about you]
If you need more information about me, please let me know. You can also contact my advisor at the International House to see my academic background and records, if necessary. Her email is Stephanie.Roberts@du.edu, or you can call her office at 1-4912. She has told me she would be happy to explain more about the exchange student registration process to any professor who needs more detail. I have also given her permission to share my transcript with any professor who needs to see it in order to determine my eligibility for a class.

[Express gratitude]
Thank you so much for your time and consideration.

Sincerely,

Your first and last name
Your DU student ID
Your email address and telephone number

[If you receive email permission from a professor giving you permission to be registered in the course, please forward this email message to me and/or Zawdie (Zawdie.Ekundayo@du.edu)]