Dear Student:

The course in which you wish to enroll is currently on hold because of limited availability of a required textbook, video, CD, or other required course item. However, it may be possible for you to enroll if you are able to obtain the correct edition of each item required for the course. For information about which items are required, please go to our web site at www.is.lsu.edu, and view the course fact sheet by selecting High School level course list. Used copies of textbooks and other items can sometimes be located online, purchased from other students, or special-ordered from a local book vendor.

If you are able to locate the item(s) required, please fill out the bottom part of this form and send it to our office with your completed application form.* You may send the application and this form by mail or fax. Please contact our office if we can provide you with assistance.

Phone: 800-234-5047 or 225-578-3199
Fax: 225-578-3524
Email: study@doce.lsu.edu
Mailing Address: Office of Independent Study
1227 Pleasant Hall
Louisiana State University
Baton Rouge, LA 70803-1508

* Please Note: Most courses for which an item has become unavailable are currently being revised. If it will take you more than a few days to obtain a copy of the item, please contact our office. If the revised version of the course has been published, you will need to enroll in the updated version.

Request to enroll in an on-hold course (textbook problems)

To the Staff at LSU Independent Study:

It is my understanding that the course in which I wish to enroll has been placed on hold because there is a required item(s) that is not readily available from the recommended bookstores. However, I wish to inform you that I have access to the required item(s). I have the correct edition of the item(s) required for use with this course.

Therefore, please enroll me in the course indicated on the attached application form.

Signed ______________________________ Date __________________

Course number and title __________________________ Rev 2/06