Dear Student:

The course in which you wish to enroll is currently on hold because of limited availability of a required textbook, study guide, video, CD, DVD, 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 website at www.outreach.lsu.edu/idl and view the course fact sheet by selecting College level courses from the left hand navigation field. 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 complete the bottom part of this form and send it to our office with your completed application form* by mail or fax. Please contact our office if you need assistance.

Phone: 800-234-5046 or 225-578-2500
Fax: 225-578-3090
E-mail: Answers@outreach.lsu.edu
Mailing Address: Independent & Distance Learning
1225 Pleasant Hall
Louisiana State University
Baton Rouge, LA 70803-1508

* Please Note: Courses that are on hold are usually in the revision process. If it will take you more than a few days to obtain a copy of the required item, please contact our office. If the revised version of the course has been published, you will need to enroll in the updated version of the course.

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REQUEST TO ENROLL IN AN ON-HOLD COURSE

To the staff at LSU Independent & Distance Learning:

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 the correct edition of the required item(s) specified for use in the course listed below.

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

Name (Please print legibly) ___________________________ Date ___________________________

Signature ________________________________________________________________

Course number and title _______________________________________________________

https://moss.outreach.lsu.edu/admin/CD/Shared Documents/Office Forms/Learner Services/TextbookHoldForm_CO.docx

Rev. 05/30/11