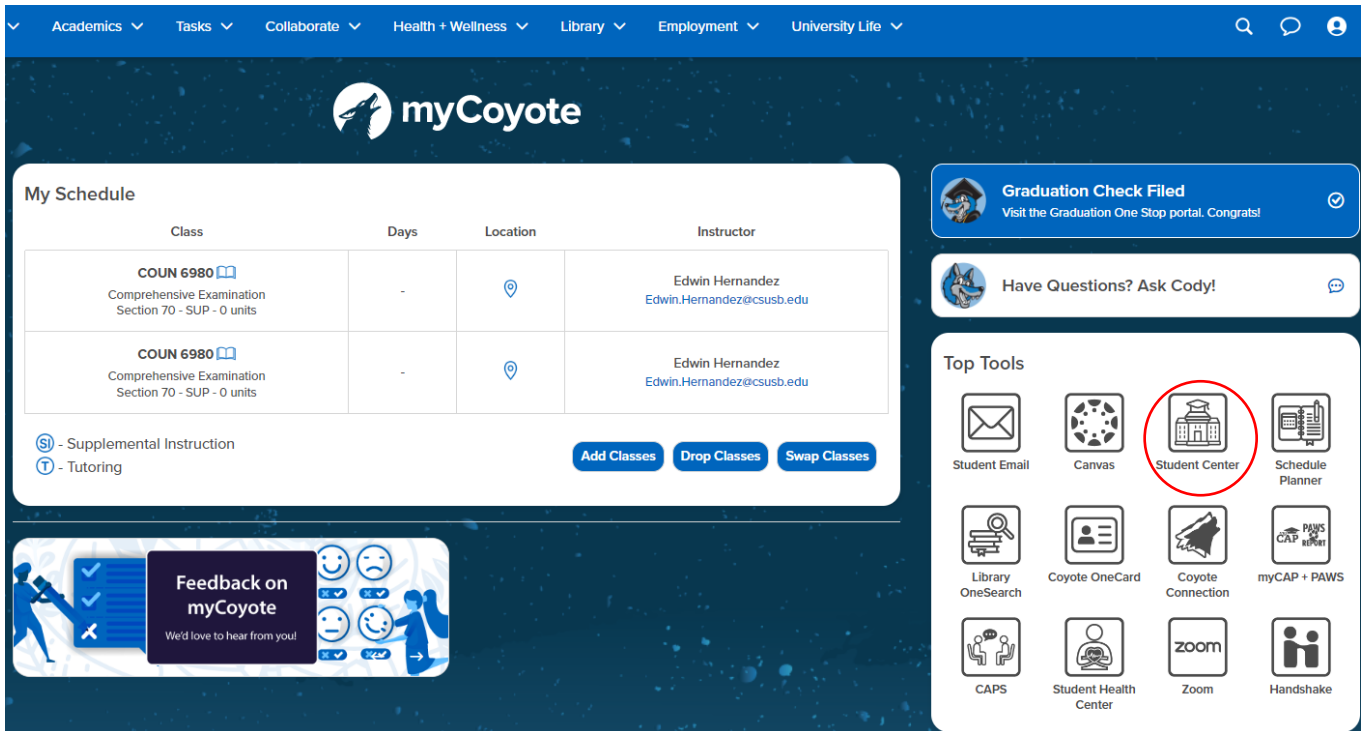


Requesting the Dean's Approval to Repeat a Course

1. Log in to **myCoyote** and select the **Student Center** tile.



The screenshot shows the myCoyote dashboard. At the top, there is a navigation bar with categories: Academics, Tasks, Collaborate, Health + Wellness, Library, Employment, and University Life. The main header features the myCoyote logo. Below the header, there is a 'My Schedule' section with a table of classes. To the right, there are several notification and tool tiles. The 'Student Center' tile in the 'Top Tools' section is circled in red.

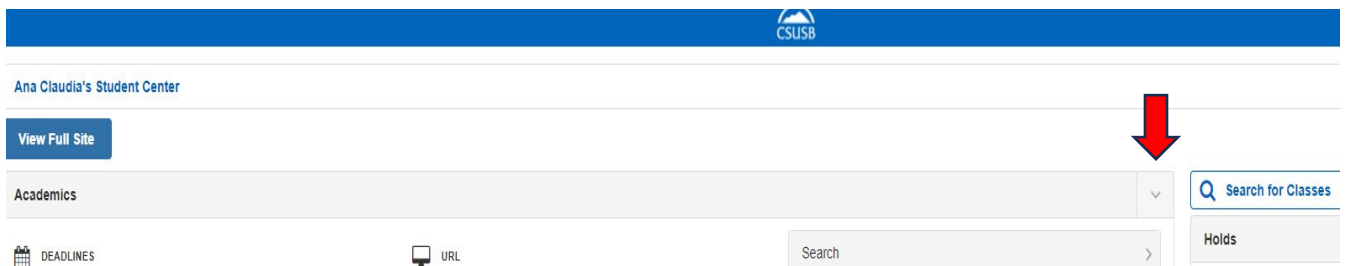
Class	Days	Location	Instructor
COUN 6980 Comprehensive Examination Section 70 - SUP - 0 units	-		Edwin Hernandez Edwin.Hernandez@csusb.edu
COUN 6980 Comprehensive Examination Section 70 - SUP - 0 units	-		Edwin Hernandez Edwin.Hernandez@csusb.edu

Legend:
S - Supplemental Instruction
T - Tutoring

Buttons: Add Classes, Drop Classes, Swap Classes

Top Tools:
Student Email, Canvas, Student Center (circled), Schedule Planner, Library OneSearch, Coyote OneCard, Coyote Connection, myCAP + PAWS, CAPS, Student Health Center, Zoom, Handshake

2. Select the Drop-Down arrow on the Academics line.



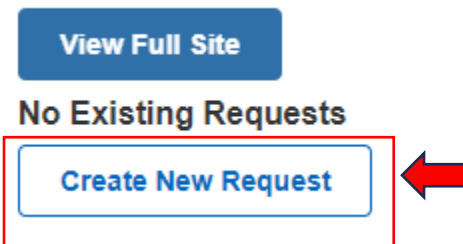
The screenshot shows the 'Ana Claudia's Student Center' page. At the top, there is a blue header with the CSUSB logo. Below the header, there is a 'View Full Site' button. The main content area has a 'Academics' section with a dropdown arrow. A red arrow points to this dropdown arrow. To the right of the Academics section, there is a search bar labeled 'Search for Classes' and a 'Holds' section.

3. Select the **Course Repeat Request** option.

Academics	
Change of Majors/Minors	Class Schedule
Course History	Course Repeat Request
Enrollment Verification	Enrollment: Add
Enrollment: Drop	Enrollment: Edit
Enrollment: Swap	Exam Schedule
Grade Forgiveness	Grades
Leave of Absence Request	Permission request: Add
Permission request: Drop/Withdraw	Transcript: View Unofficial
Veterans Benefit	

Academics	
Change of Majors/Minors	Class Schedule
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Veterans Benefit	

4. Select the **Create New Request** button.



5. Follow the instructions on each page to submit your request.