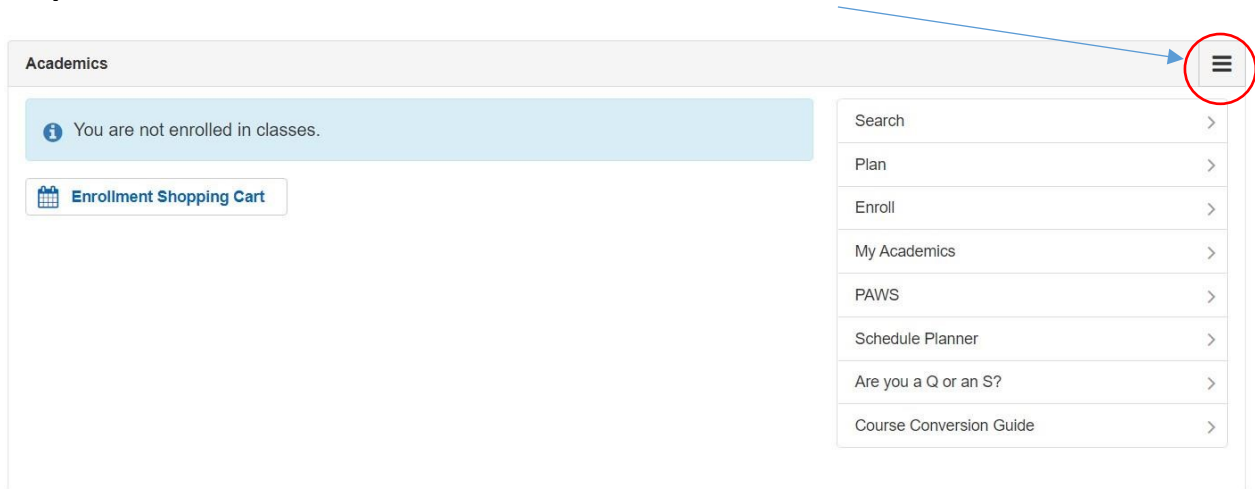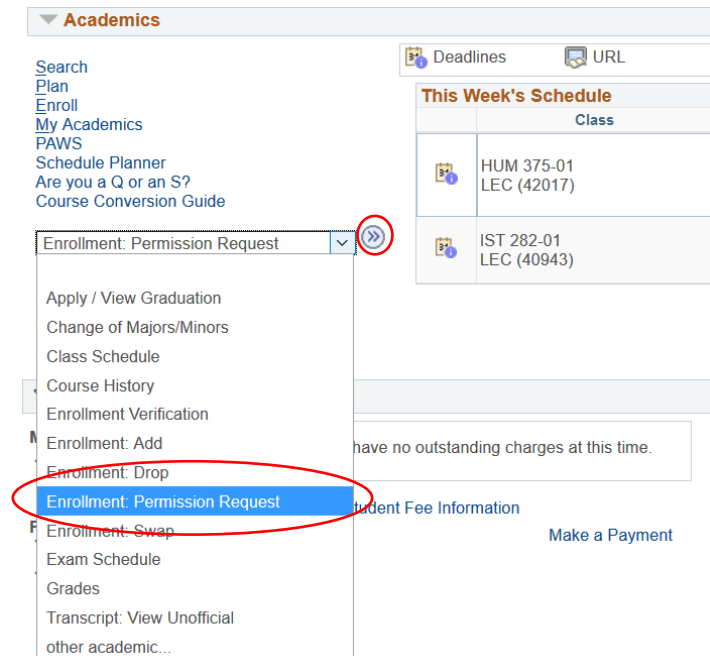# Enrollment: Permission Request "How To" Guide

The Enrollment: Permission Request can be accessed from either the mobile version Student Center (Step 1A) or from the "View Full Site" Student Center (Step 1B).

Step 1A: At the Student Center page, select the "Menu" Icon. Then proceed to Step 2.

Step 1B: From the "View Full Site" Student Center (View Full Site), select the "Enrollment: Permission Request" link from the "Other Academic…" drop-down menu. Then, select the "Go" icon. Proceed to Step 3.

Step 2: A drop-down menu will appear, select the "Enrollment: Permission Request" link.

Academics	✖

Change of Majors/Minors	Class Schedule
Course History	Enrollment Verification
Enrollment: Add	Enrollment: Drop
Enrollment: Permission Request	Enrollment: Swap
Exam Schedule	Grades
Transcript: View Unofficial	

Step 3: Select the "Create New Request" button to be directed to the next page.

Return to Student Center

Request for Permission to Enroll

ID

To Create a New Request, select the button below.

PLEASE NOTE: You may request up to four (4) classes at one time. You will not be able to submit a new request until the pending request(s) have been reviewed.
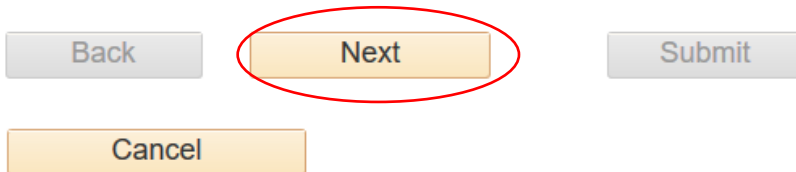
(Message 32000, 1804)

Create New Request

Step 4: Read the eligible requests and requirements. Then, click "Next".

Permissions

Permission to add a class is required for all of the following:

- **Class is Full -** Approval from the class instructor and the department chair of the class is required for closed or full classes.
- **Max Units Exceeded -** Course overloads will require the *additional* approval of the College Dean of your major.
- **Time Conflicts -** Simultaneous Enrollments will require the approval from both class instructors and their department chairs.
- **Requisites Not Met -** Approval from the class instructor is required.
- **Department/Instructor Consent Required -** Approval from the department and/or instructor of the class is required.
- **Add After Census -** Approval from the class instructor, department chair and college dean are required. Supporting documentation is required (PDF format is recommended).

Please select "Next" to proceed.

Back | Next | Submit

Cancel

Step 5: Read the instruction before initiating your request.

Class Nbr (Number):

Enter the 5 digit class number or select "Class Search" to search for a class.

If you are using **Internet Explorer**, the Class Search page content may not load properly. For the best display and functionality of all features, we recommend using one of our supported browsers; **Microsoft Edge, Google Chrome or Firefox.**

Permission(s) to Request:

Select the appropriate box or boxes for the type of permission you are requesting. For example, for "Class is Full" select the Closed Class box. You may select more than one box if required.

Justification:

Provide the reason for your request. Please be specific to avoid delays in reviewing your request.

For **Adds After Census**, additional supporting documentation is required. (PDF format is recommended).

Step 6: Confirm term of permission request. Then, enter the 5-digit class number in the "Class Nbr" field. To identify the 5-digit class number, click the "Class Schedule" link.

Empl ID

Career   UGRD   Term   Spring 2020

Class Nbr   Class Search

Step 7: Select the applicable permission related to the class

Permission(s) to Request

☐ Requisites   ☐ Time Conflict

☐ Closed Class   ☐ Unit Load

☐ Instructor/Dept Consent

NOTE: For more information regarding the type of Permission Request(s), see the Office of the Registrar webpage for Adding A Class.

Step 8: Indicate justification (reason) for the Permission Request. Then, click the "Submit" button.

Justification

Supporting Reason(s) for approvers to reference.

Back   Next   Submit

Cancel

⭐ **In this example, we will request a "Unit Load" Permission Request for "PSYC 100"**

Empl ID [_____]

Career   UGRD   Term   Spring 2020

Class Nbr   40108   INTRO TO PSYCHOLOGY   Class Search
                     PSYC 100-01   MoWeFr 9:20AM - 10:30AM
                     LEC (40108)   Jack Brown Hall 102

Permission(s) to Request

☐ Requisites   ☐ Time Conflict
☐ Closed Class   ☑ Unit Load
☐ Instructor/Dept Consent

Justification

Course is required as requisite for future PSYC courses. Overload is needed to graduate in 2-years. I have a good GPA (3.5)

[Back]   [Next]   [Submit]

[Cancel]

Step 9: Read the submission confirmation message. To submit another Permission Request and/or view submitted requests, click the "Return to Permission Request Summary" link. To return to your Student Center, click the "Return to Student Center" link.

Your Request Has Been Submitted.

We have received your request for Permission to Enroll in a class that has additional restrictions (closed, pre-requisites, time conflict, department/instructor consent or unit overload). Please allow a minimum of 3-5 business days for processing. You may return to the Permission to Enroll summary page on myCoyote to view the status of this request. Additionally, an email notification to your CSUSB email account will be sent once the results of this request are available. Questions or further assistance can be emailed to registrationhelp@csusb.edu.

Return to Permission Request Summary   Return to Student Center

Step 10: You can review the status of your submitted request(s) in the "Permission Request Summary" section. In addition, you will be notified (via Coyote E-Mail) if your request was "Denied" or "Approved".

			View All | ⬀	First ◁ 1-7 of 7 ▷ Last	
Subject	Catalog Nbr	Description	Status	View Detail	
PSYC	100	INTRO TO PSYCHOLOGY	Pending	View Detail
PSYC	100	INTRO TO PSYCHOLOGY	Pending	View Detail
ACCT	315	ACCT INFO SYSTEMS & BUS ETHICS	Pending	View Detail
ACCT	315	ACCT INFO SYSTEMS & BUS ETHICS	Denied	View Detail
ART	223	ART HIST:RENAISSANCE-PRESENT	Approved	View Detail
BIOL	100	TOPICS IN BIOLOGY	Denied	View Detail
ACCT	211	INTRO ACCT I	Denied	View Detail

Note:

Pending: Enrollment Request Pending Approval

Denied: Enrollment Request Denied – View Details for Reason

Approved: Enrollment Request Approved – Confirm enrollment via Class Schedule