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 ( ), 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.

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

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.

Step 7: Select the applicable permission related to the class

- 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.
In this example, we will request a “Unit Load” Permission Request for “PSYC 100”

**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”.

Note:
Pending: Enrollment Request Pending Approval
Denied: Enrollment Request Denied – View Details for Reason
Approved: Enrollment Request Approved – Confirm enrollment via Class Schedule