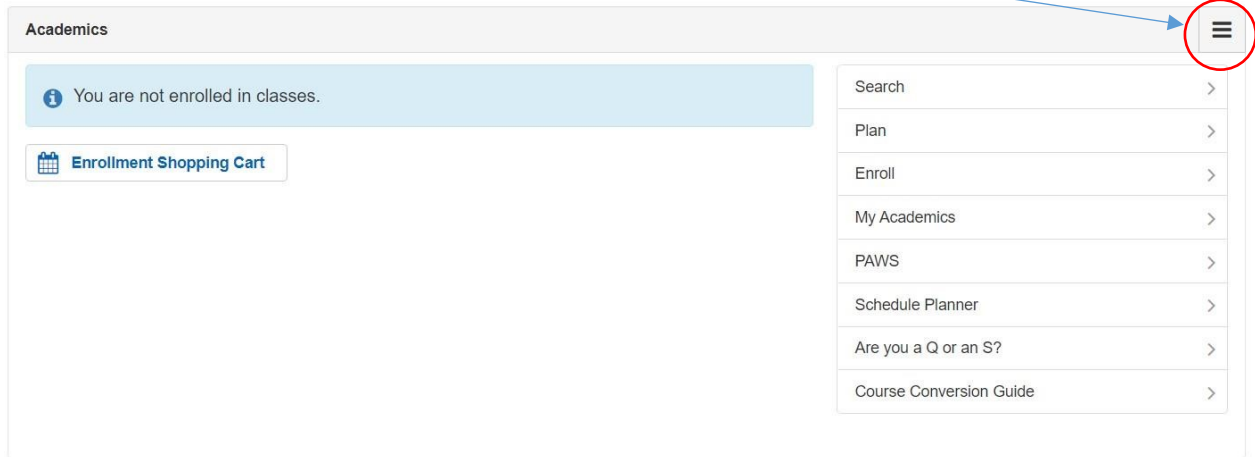


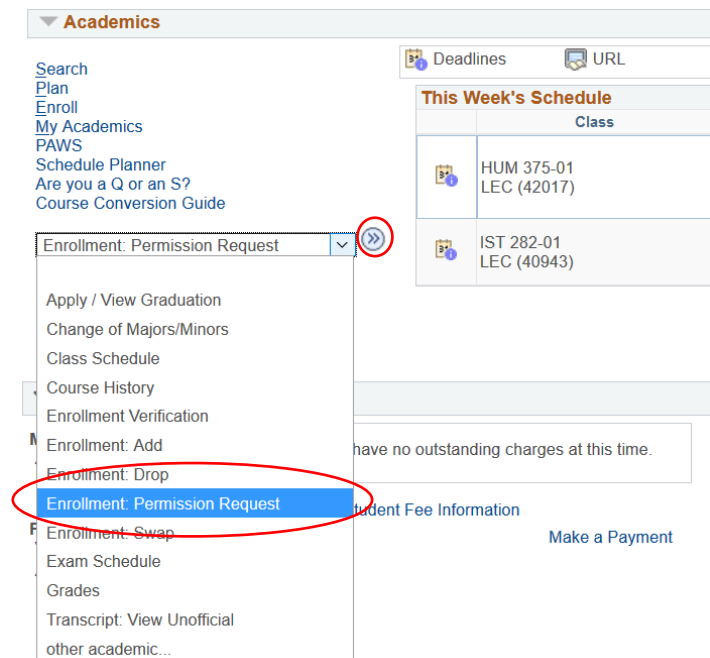
Enrollment: Permission Request “How To” Guide

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 “Permission to Drop” Tab. Then, select the “Create New Request” Icon to be directed to the next page.

[Permission to Add](#) [Permission to Drop](#)

[Return to Student Center](#)

Request for Permission to Drop

Coyote ID

Permission to Drop After Census is for serious and compelling reasons.

Supporting documentation is required. Please have your documents ready to upload. (PDF format recommended)

[Create New Request](#)

Step 4: Select the applicable class(es), then click the “Next” icon.

Example:

Coyote ID

Spring 2020 Pending = Request Is Pending Approval
Max Limit = Exceeds Withdrawal Limits

Withdraw From All

<input type="checkbox"/>	ART 395-80 ACT (41575)	Sa 9:00AM - 12:50PM Palm Dsrst Cmpps-Indn Wells 206	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input checked="" type="checkbox"/>	ECON 311-80 SEM (40546)	Sa 1:00PM - 4:50PM Palm Dsrst Cmpps-Rogers Gtwy 309	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input type="checkbox"/>	GSS 100-87 SEM (41150)	ONLINE	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input checked="" type="checkbox"/>	GSS 103-70 SEM (41289)	ONLINE	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input type="checkbox"/>	HUM 325-87 LEC (44033)	ONLINE	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit

Back Next

Cancel

Step 5: Read the “Acknowledgements” and select the “Click here to acknowledge” box(es). Then, click the “Next” icon.

Acknowledgements

Check here to acknowledge

Drop After Census

You are initiating a drop after census.

If approved, a grade of W (withdrawal) will be assigned.

Check here to acknowledge

Financial Aid

Withdrawing from classes after census may impact your financial aid and/or scholarships.

It is recommended that you consult with the Financial Aid and Scholarships office prior to submitting a request for withdrawal.

Back Next

Step 6: Read the requirements and review/confirm the “Drop After Census – Course(s) Selected” Section.

Example:

You are requesting to drop after Census.

Justification and supporting documentation is required. (PDF format recommended)

Coyote ID: Term Spring 2020

Withdraw from All

Drop After Census - Course(s) Selected	
ECON 311-80 SEM (40546)	Sa 1:00PM - 4:50PM Palm Dsrst Cmps-Rogers Gtwy 309
GSS 103-70 SEM (41289)	ONLINE

Step 7: Indicate justification (reason) for the Drop After Census Request and attach documentation(s). Then, click the “Submit” icon.

Note: You are able to attach multiple files.

Justification

Supporting Reason(s) for Approves|to Reference

Attach Supporting Documentation			
	File Name	Add	View
1		Add	View

Back

Submit

Cancel

Step 8: Read the submission confirmation message. To submit another Permission Request and/or view submitted requests, click the “Return to Permission Request Summary” Icon. To return to your Student Center, click the “Return to Student Center” Icon.

Your Request Has Been Submitted.

Permission to Drop After Census.

Your request will be forwarded to the Instructor and Department Chair of the class and to the College Dean of your major for final approval. Please allow a minimum of 3-5 business days for processing. You may return to the **Permission Request** summary page from your Student Center 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 Request Summary](#)

[Go to Student Center](#)

Step 9: 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”.

Prior/Existing Requests		First	1 of 1	Last
Term Spring 2020	Seq # 1			
View Request				
Pending		View Request		
ECON 311-80 SEM (40546)	Sa 1:00PM - 4:50PM Palm Dsrtp Cmps-Rogers Gtwy 309			
Pending		View Request		
GSS 103-70 SEM (41289)	ONLINE			

Note:

Pending: Drop After Census Request Pending Approval

Denied: Drop After Census Request Denied – View Details for Reason

Approved: Drop After Census Request Approved – Confirm withdrawal via Class Schedule