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

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

Example:

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

<table>
<thead>
<tr>
<th>Course</th>
<th>Schedule</th>
</tr>
</thead>
<tbody>
<tr>
<td>ECON 311-80</td>
<td>Sa 1:00PM - 4:50PM</td>
</tr>
<tr>
<td>SEM (40546)</td>
<td>Palm Dsrt Cmpts-Rogers Gtwy 309</td>
</tr>
<tr>
<td>GSS 103-70</td>
<td>ONLINE</td>
</tr>
<tr>
<td>SEM (41289)</td>
<td></td>
</tr>
</tbody>
</table>

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.
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.

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”.

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