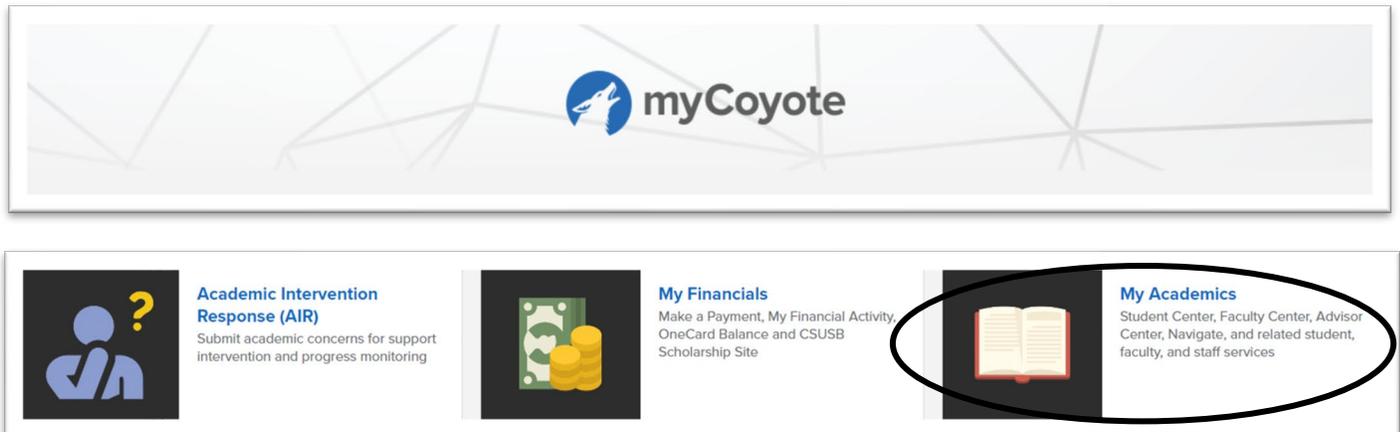
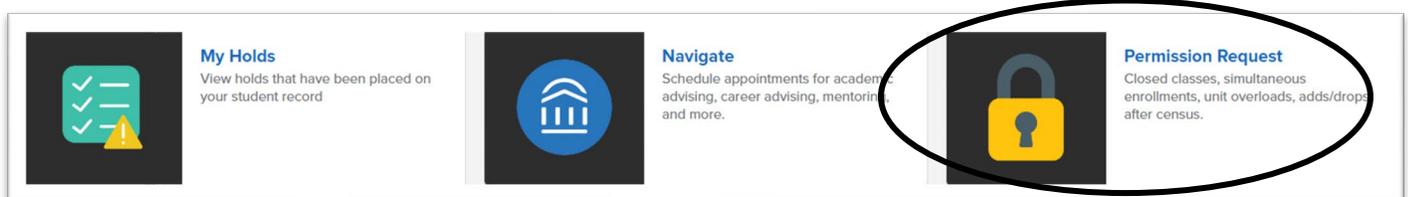


Permission Request to Add Guide

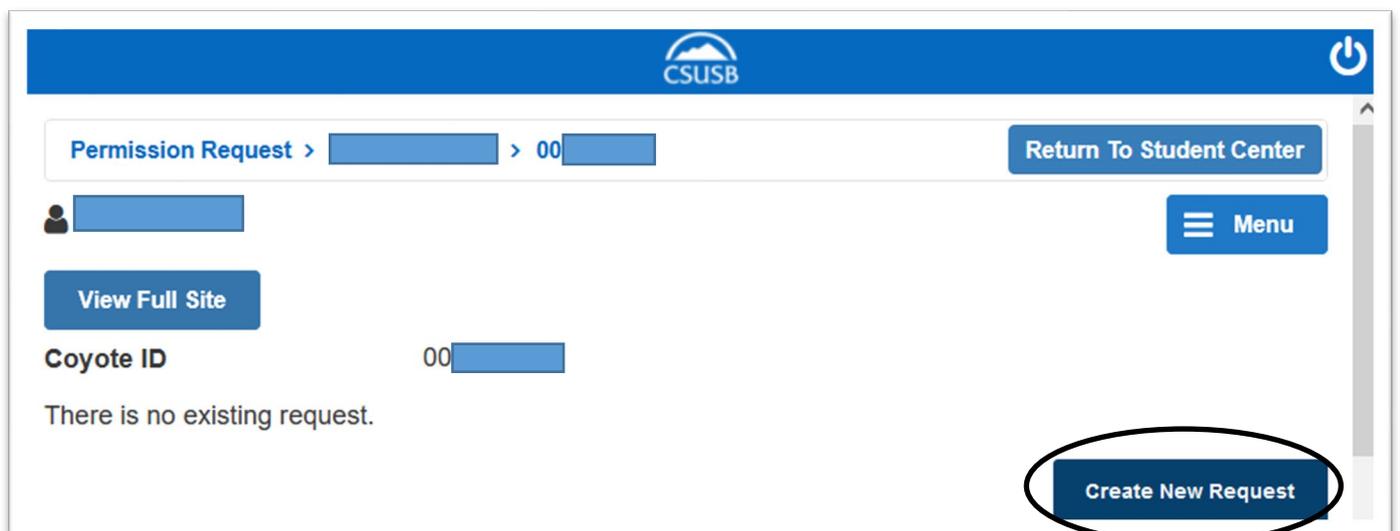
1. From **myCoyote** - select the **My Academics** tile.



2. Select the **Permission Request** tile.



3. Select **Create New Request**



4. Review Permission Request to Add reasons.

5. Select **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** - Available starting the 4th week of Open Enrollment period only - Unit 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 chair.
- **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.



Note: It will be necessary to clear all registration holds before submitting an add request.

Registration Hold!

There is a registration hold preventing enrollment for the term. Clear the hold with the department that placed it. Once the hold has been cleared, you will be allowed to submit a permission request.



6. Read the following instructions and information.

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. 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.

Unit Overload: Available only beginning the 4th week of the open enrollment period.

Waitlisted Classes: Not available through this process until the waitlist period ends.

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).

7. Select the **Term** for the permission request.

8. Select **Next**.

Select A Term

Note: This process is not available for past terms (terms that have been graded). Only terms with registration periods will be available.

^	Spring 2023
<input checked="" type="checkbox"/>	Select
	Spring 2023
	Undergraduate
	Pending requests: 0
^	Fall 2023
<input type="checkbox"/>	Select
	Fall 2023
	Undergraduate
	Pending requests: 0
	Back Next Cancel

9. Locate the 5-digit class number via the **Class Search** link.
10. Enter the 5-digit class number in the **Class Nbr** field.
11. Select **Class Search** (again) to populate permission request reasons.
12. Select the applicable permission associated with your request.
13. Enter **Justification** (reason) for the Permission Request – and attach support documentation if required.
14. Select **Submit**.

Class Nbr INTRO ACCT

ACCT 2110-07
LEC (43626)
MoWe 10:30AM - 11:45AM
Jack Brown Hall 109
Permission(s) to Request After Census

Requisites
 Instructor/Dept Consent
 Closed Class
 Simultaneous Enrollment
 Unit Overload
 Swap A Class Section

Justification

Attach Supporting Documentation

	FILE NAME	ADD	VIEW	DELETE
1		<input type="button" value="Add"/>	<input type="button" value="View"/>	<input type="button" value="X Delete"/>

Submission confirmation message.

15. Select **Return to Student Center**

[Return To Student Center](#)

[Menu](#)

[View Full Site](#)

Your Request Has Been Submitted.

We have received your request for Permission to Add After Census. Your request will be forwarded to the Instructor, Department Chair and the College Dean of the class for 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.

NOTE: It is YOUR responsibility to cancel this request if you are no longer needing permission to enroll. You may only "Cancel" this request while it is in "Pendng" status. If you do not cancel and the request is approved and you are enrolled, it is YOUR responsibility to petition to drop the class through normal dropping procedures and deadlines. Return to the Permission Request Summary page to cancel.

You can view the status of your submitted request(s) in the Permission Request Summary. You will be notified via your Coyote email if your request is Denied or Approved.

[Permission Request](#) > [redacted] > 00 [redacted]

 [redacted]

[View Full Site](#)

Coyote ID 00 [redacted]

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)

Existing Requests

SEQ #	TERM	CLASS NBR	SUBJECT	CATALOG NBR	SECTION	DESCRIPTION	SUBMITTED ON	STATUS	VIEW DETAIL
1	Spring 2023	43626	ACCT	2110	07	INTRO ACCT I	03/17/2023 3:35:08PM	Pending	View Detail

[Create New Request](#)