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**

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

![Image of a class registration form with highlighted buttons and fields](image-url)
Submission confirmation message.

15. Select **Return to Student Center**

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.