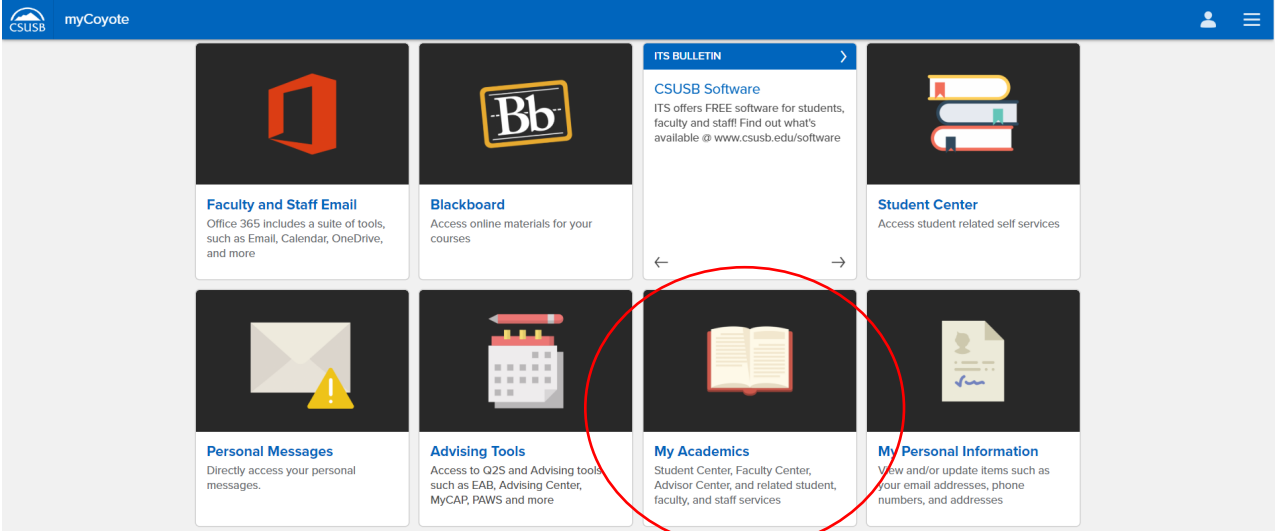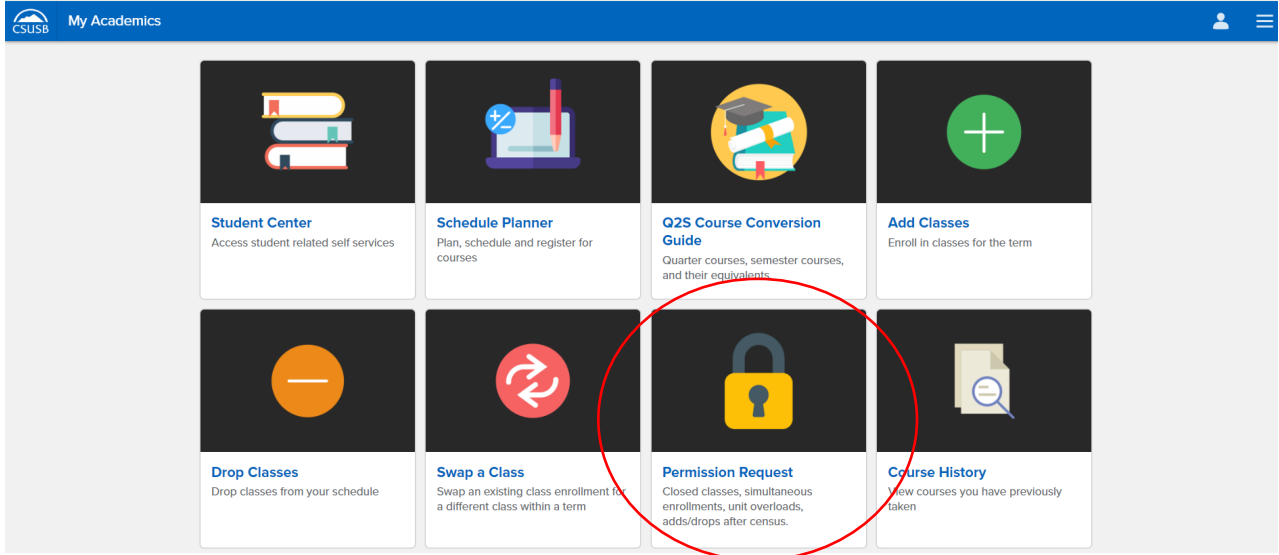# Enrollment: Permission Request (Add) "How To" Guide

Step 1: From the myCoyote Homepage, select the "My Academics" tile.

Step 2: Select the "Permission Request" tile.

Step 3: Select the "Permission to Add" 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

Permission Request

Coyote ID

There is no existing request.

Create New Request

Step 4: Read the eligible requests and requirements. Then, 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** - 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.

Back   Next   Submit

Cancel

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, select the "Class Schedule" link.

Empl ID		
Career	UGRD	**Term** Spring 2020
Class Nbr		Class Search

Step 7: Select the applicable permission related to the class

Permission(s) to Request

- ☐ 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, select the "Submit" button.

Justification

Supporting Reason(s) for approvers to reference.

Back   Next   Submit

Cancel

⭐ **In this example, we will request a "Unit Load" Permission Request for "PSYC 100"**

Empl ID ▮▮▮▮

Career   UGRD   Term Spring 2020

Class Nbr   40108   INTRO TO PSYCHOLOGY   Class Search
                     PSYC 100-01   MoWeFr 9:20AM - 10:30AM
                     LEC (40108)   Jack Brown Hall 102

Permission(s) to Request

☐ Requisites   ☐ Time Conflict
☐ Closed Class   ☑ Unit Load
☐ Instructor/Dept Consent

Justification

Course is required as requisite for future PSYC courses. Overload is needed to graduate in 2-years. I have a good GPA (3.5)

Back   Next   Submit

Cancel

Step 9: Read the submission confirmation message. To submit another Permission Request and/or view submitted requests, select the "Return to Permission Request Summary" link. To return to your Student Center, select 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".

View All | First ◀ 1-7 of 7 ▶ Last

Subject	Catalog Nbr	Description	Status	View Detail
PSYC	100	INTRO TO PSYCHOLOGY	Pending	View Detail
PSYC	100	INTRO TO PSYCHOLOGY	Pending	View Detail
ACCT	315	ACCT INFO SYSTEMS & BUS ETHICS	Pending	View Detail
ACCT	315	ACCT INFO SYSTEMS & BUS ETHICS	Denied	View Detail
ART	223	ART HIST:RENAISSANCE-PRESENT	Approved	View Detail
BIOL	100	TOPICS IN BIOLOGY	Denied	View Detail
ACCT	211	INTRO ACCT I	Denied	View Detail

Note:

Pending: Enrollment Request Pending Approval

Denied: Enrollment Request Denied – View Details for Reason

Approved: Enrollment Request Approved – Confirm enrollment via Class Schedule