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

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

Example:
Step 5: Read the “Acknowledgements” and select the “Check here to acknowledge” box(es). Then, select 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)

<table>
<thead>
<tr>
<th>Coyote ID:</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Spring 2020</td>
</tr>
</tbody>
</table>

- **Withdraw from All**

**Drop After Census - Course(s) Selected**

<table>
<thead>
<tr>
<th>Course Code</th>
<th>Location/Time</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 Cnpts-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, select 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, select the “Return to Permission Request Summary” Icon. To return to your Student Center, select 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