




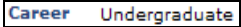
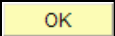




Requesting Permission to Add or Drop a Class

1.	<p>From the Student Center, click the Enroll link.</p> 
2.	<p>The Enroll tab appears.</p> <p>Click the Permissions sub-tab.</p> 
3.	<p>The Permission screen appears.</p> <p>There are two group boxes on the Permissions screen. The first group box is used to request permission to add a class to your schedule.</p>
4.	<p>The second group box is used to request permission to drop a class.</p> <p>IMPORTANT: This box is only to be used to request permission to drop classes that list Drop Consent as a requirement in the Schedule of Classes. Most classes can be dropped without permission using the Drop sub-tab.</p>
5.	<p>To request permission to add a class, click the Look up Class button.</p> 
6.	<p>The Enter Search Criteria screen appears.</p> <p>Enter the subject code of the class for which you need permission to add into the Course Subject field.</p>
7.	<p>Optional: Enter the course number into the Course Number field.</p>
8.	<p>Click the Search button at the bottom of the screen or press [Enter] on your keyboard.</p>
9.	<p>Search Results screen appears.</p> <p>Locate the class for which you need to request a permission. To view its requirements for enrollment, click its Section link.</p> 
10.	<p>The Class Detail screen appears.</p> <p>The Status of the class is located in the Class Details group box. If the Status is Closed, then a Closed Class permission will be required in order to add the class.</p> 
11.	<p>The Career of the class is also listed in the Class Details group box. If the class Career does not match your own Academic Career, the Career Restriction permission will be required in order to add the class.</p> 

12.	Locate the Enrollment Information group box. It contains requirements to add the class, such as Add Consent and Enrollment Requirements .
13.	<p>If the Add Consent field is present, then Instructor or Department Consent is required for you to add the course. Request the Consent Required permission to obtain Instructor or Department consent.</p> <p>If the Drop Consent field is present, then Instructor or Department Consent is required for you to drop the course. Request the Consent Required permission to obtain Instructor or Department consent.</p>
14.	<p>If the Enrollment Requirements field is present, then there are co- or pre-requisites that students must have in order to add this class. If you have not met the indicated requisite requirement, then the Requisites Not Met permission will be required in order to add the class.</p> <p>Enrollment Requirements Prereq: MATH 124.</p>
15.	<p>To select the class in order to request a permission, click the Select Class button.</p> <p>SELECT CLASS</p>
16.	The class data appears on the General Info tab.
17.	<p>Click the Permission tab.</p> <p>Permission</p>
18.	<p>Select the permission type(s) you are requesting from the Permission tab. Choose as many as you need.</p> <p><input type="checkbox"/></p>
19.	<p>Click the Comments tab.</p> <p>Comments</p>
20.	To leave a comment for the approver, enter the comment in the Comments to Instructor field.
21.	<p>To request a permission to add another class, click the Add a new row button and repeat the process of selecting a class and the needed permissions.</p> <p>+</p>
22.	<p>Click the Request Permission(s) button.</p> <p>REQUEST PERMISSION(S)</p>
23.	A confirmation screen appears. Please read the message. If you are unsure as to the accuracy of the permissions you requested, please click the Cancel button to return to the Permissions screen.

24.	<p>Click the OK button to confirm your permission request.</p> <p>An email message will be sent to the approver for the class notifying him/her that you have placed a request for permission to add the class. This includes the instructor of record, grading proxies, and teaching assistants. If applicable, the Registrar will receive an email, as well. You will receive a copy of each email message.</p> <p></p>
25.	<p>Click the General Info tab.</p> <p></p>
26.	<p>The permission request has been submitted and cannot be changed. The Permission Status field displays the progress of your request.</p>
27.	<p>Permission to add other classes can be requested at any time during the enrollment period. To request permission to add a different class, click the Add a new row button.</p> <p></p>
28.	<p>This completes the process of requesting permission to add or drop a class. End of Procedure.</p>