Permission Request to Add Guide

1. From **myCoyote** - select the **My Academics** tile.
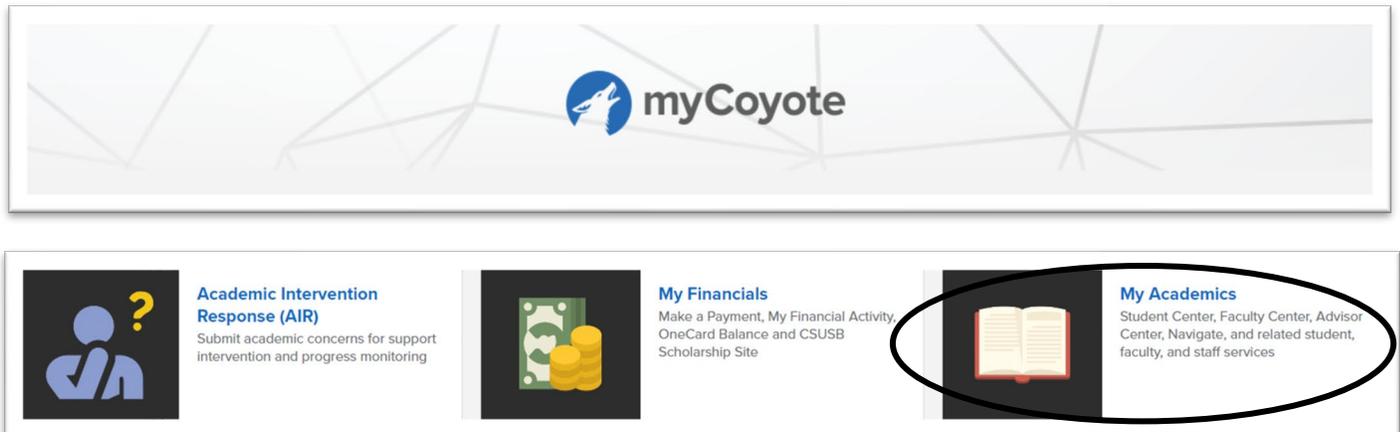
2. Select the **Permission Request** tile.
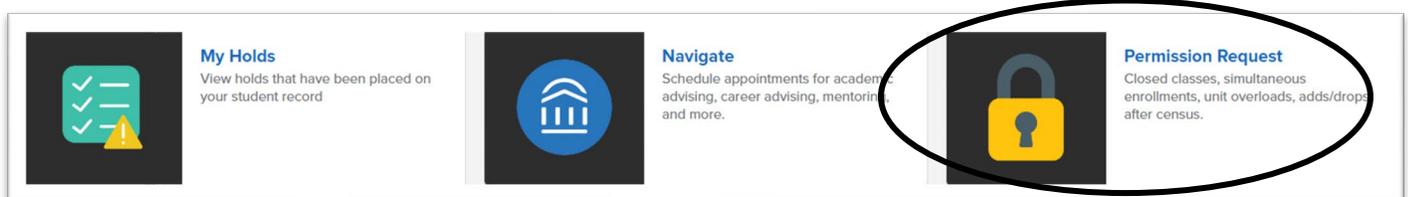
3. Select **Create New Request**
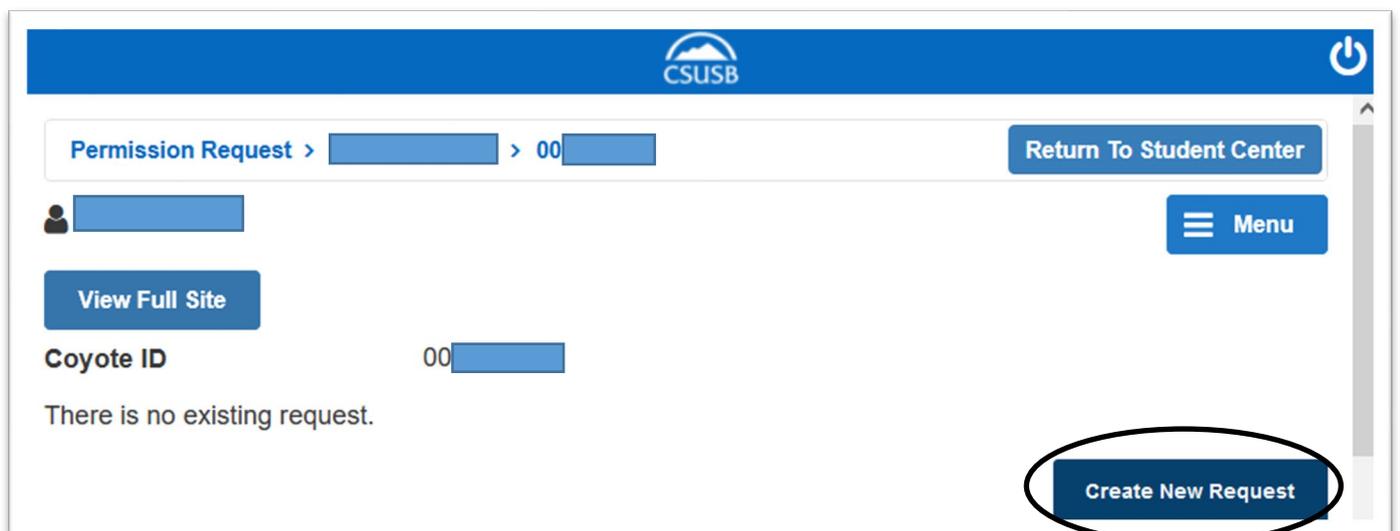
4. Review Permission Request to Add reasons.

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.

Next   Cancel

Note: It will be necessary to clear all registation 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.

Cancel

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

☑ Select

Spring 2023

Undergraduate

Pending requests: 0

^	Fall 2023

☐ 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   43626   INTRO ACCT   **Class Search**

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

Enter supporting reason(s) for approvers to review.

Attach Supporting Documentation

	FILE NAME	ADD	VIEW	DELETE
1		Add	View	✖ Delete

Back   Submit   Cancel

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.