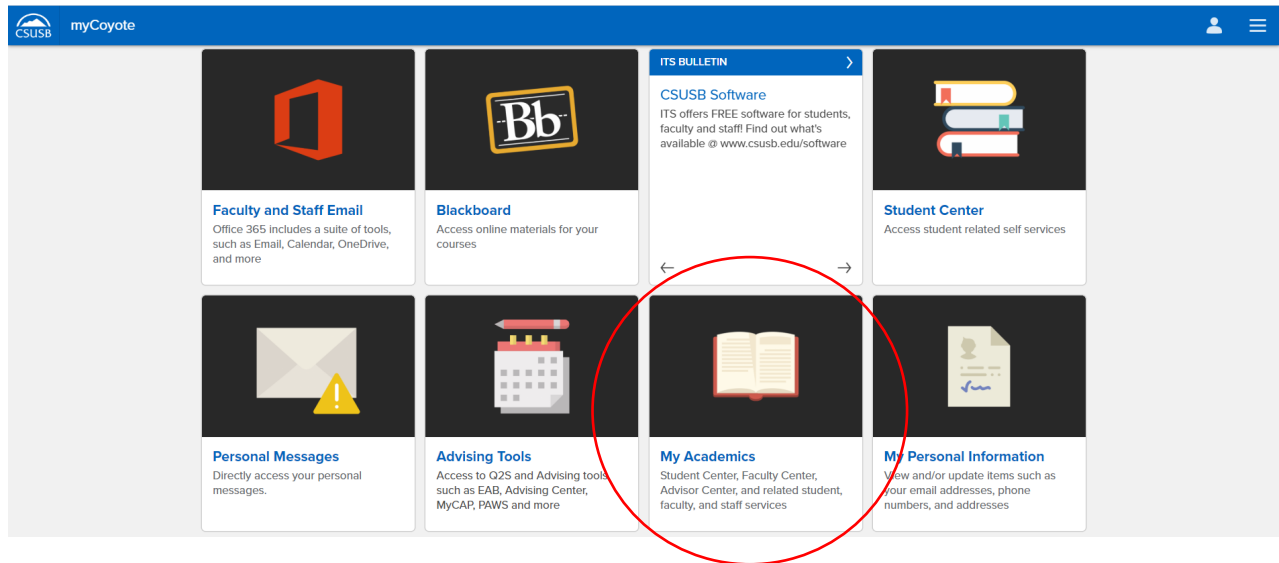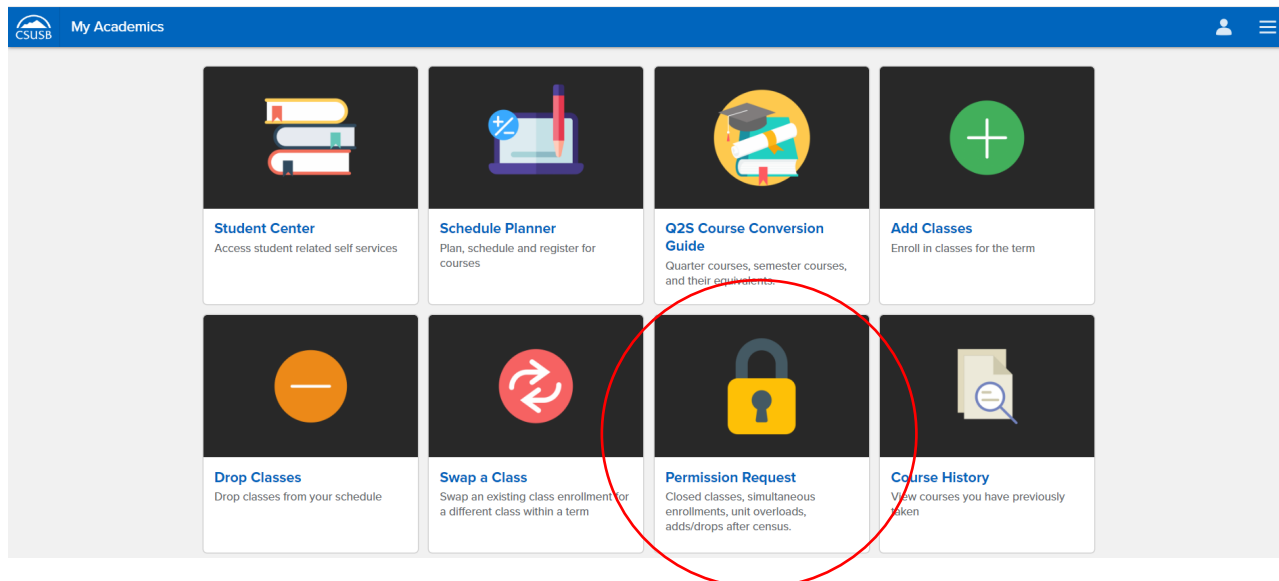# Enrollment: Permission Request (Drop) "How To" Guide

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.

Permission to Add	**Permission to Drop**

Return to Student Center

Request for Permission to Drop

Coyote ID

Permission to Drop After Census is for serious and compelling reasons.

Supporting documentation is required. Please have your documents ready to upload. (PDF format recommended)

Create New Request

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

Example:

Coyote ID

Spring 2020   Pending = Request Is Pending Approval
☐ **Withdraw From All**   Max Limit = Exceeds Withdrawal Limits

☐	ART 395-80 ACT (41575)	Sa 9:00AM - 12:50PM Palm Dsrt Cmps-Indn Wells 206	☐ Pending ☐ Max Limit
☑	ECON 311-80 SEM (40546)	Sa 1:00PM - 4:50PM Palm Dsrt Cmps-Rogers Gtwy 309	☐ Pending ☐ Max Limit
☐	GSS 100-87 SEM (41150)	ONLINE	☐ Pending ☐ Max Limit
☑	GSS 103-70 SEM (41289)	ONLINE	☐ Pending ☐ Max Limit
☐	HUM 325-87 LEC (44033)	ONLINE	☐ Pending ☐ Max Limit

Back   Next

Cancel

Step 5: Read the "Acknowledgements" and select the "Check here to acknowledge" box(es). Then, select the "Next" icon.

Acknowledgements

☑ Check here to acknowledge

Drop After Census

You are initiating a drop after census.

If approved, a grade of W (withdrawal) will be assigned.

☑ Check here to acknowledge

Financial Aid

Withdrawing from classes after census may impact your financial aid and/or scholarships.

It is recommended that you consult with the Financial Aid and Scholarships office prior to submitting a request for withdrawal.

Back   Next

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)

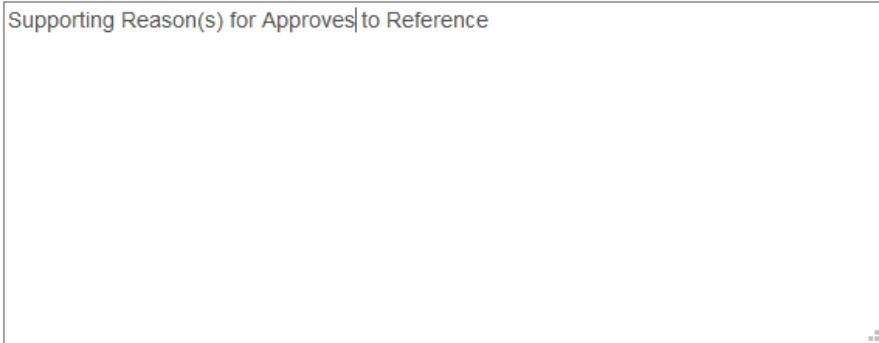**Coyote ID:** [   ]   **Term** Spring 2020

☐ Withdraw from All

Drop After Census - Course(s) Selected

ECON 311-80 SEM (40546)	Sa 1:00PM - 4:50PM Palm Dsrt Cmps-Rogers Gtwy 309
GSS 103-70 SEM (41289)	ONLINE

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.

Justification

Supporting Reason(s) for Approves to Reference

Attach Supporting Documentation

	File Name	Add	View	
1		Add	View	−

Back   Submit

Cancel

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.

Return to Request Summary   Go to Student Center

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".

Prior/Existing Requests		First ◄ 1 of 1 ► Last

Term Spring 2020 **Seq #** 1

View Request

Pending   View Request

ECON 311-80 SEM (40546)	Sa 1:00PM - 4:50PM Palm Dsrt Cmps-Rogers Gtwy 309

Pending   View Request

GSS 103-70 SEM (41289)	ONLINE

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