Requesting Permission to Add or Drop a Class

Concept

This business process demonstrates how students who require permission to add or drop a class can request permission from an instructor in the Student Center.

Procedure

Use the Requesting Permission to Add or Drop a Class process to request permission to add or drop a class from an instructor and/or Registrar.

Case Western R UNIVERSITY	ESERVE				_	Home	<u>Add to</u>
Menu 🗈 🗖 Search:	Homepage Luke Abbott-Hill	ID: 99911	11				
My Favorites Self Service Homepage Confidentiality Agreement	✓ Academics Search	This Week's Schedule			SEARCH F	OR CLASSES	
- Announcements	<u>Plan</u> <u>Enroll</u> <u>My Academics</u>	Class ENGL 305-100 LEC (3432)	Schedule Tu 2:45PM - 5:45PM Clark Hall 103		Holds Registration Ad	dvisor Hold	
	other academic 💌 📎	ENGL 324-100 LEC (3436)	MoWeFr 11:30AM - 12:20PM Mandel Center 105		7	details ▶	=
		ENGL 373-100 LEC (8229)	Guilford House 323 MoWe 12:30PM -	5	Shopping Cart / Your Shopping Spring 2009 R	Appointment Cart for the Legular	
		LEC (11141) PHED 105-100 PHE (6172)	1:45PM Clark Hall 110 MoWe 2:00PM - 2:50PM	-	Academic Ses available for u October 1, 20	sion is use beginning 08.	
		USSY 285J-100 SEM (11264)	To Be Announced TuTh 1:15PM - 2:30PM To Be Announced	E	Enrollment App You may begi for the Fall 20 Arademic Sec	n enrolling 08 Regular sion on April	
		Hadda Far had	weekly schedule enrollment shopping cart		18, 2008.	details ▶	
		Health Fee has I	been waived for the Fall 2008 :	semester	7 Advisor		
	✓ Finances My Account				William Sieber 216/368-2	nschuh 2364	
	Request Account Statement	Account Summ	ary		Z Academic D	details⊾)ocument Links	
		You owe 17,6 Due Now Future Due	2 6.00. 17,626.00 0.00		Order Official 1 Order Enrollme	Franscripts ent Verification	
<		** You have a	past due balance of 17,626.0	10. **	Other Acad	emic Links	>

Step	Action
1.	From the Student Center, click the Enroll link.
	Enroll



uke Abbott-Hill		[go to	v (>>)		
Search	Plan	Enroll	My Academic	•		
my class schedule add	drop swap	edit terr	m information permis	sions		
Add Classes				_		
Select classes to ad	d		1 2	3		
. Select classes to at	iu .					
To select classes for anothe satisfied with your class sel	er term, select the term and actions, proceed to step 2 (d click Change. W	'hen you are			
satisfied with your class se	ections, proceed to step 2 o	or 3.				
oring 2000 Lundorgradua	to I Caso Wostown Boso	mo Univ char	ige term			
pring 2009 Ondergradua	ite case western kese					
			2			
	Open	Closed	Wait Liet			
	Open	Closed	Wait List			
Add to Cart: Spri	Open	Closed	Wait List			
Add to Cart: Spri	Open	Closed	Wait List			
Add to Cart: Spri Enter Class Nbr enter	Open ng 2009 Shopping Cart Your enrollment s	Closed	Wait List			
Add to Cart: Spr Enter Class Nbr enter Find Classes	Open ng 2009 Shopping Cart Your enrollment :	Closed	Wait List			
Add to Cart: Spri Enter Class Nbr enter Find Classes ⓒ Class Search	Open ng 2009 Shopping Cart Your enrollment s	Closed	Wait List			
Add to Cart: Spr Enter Class Nbr enter Find Classes O Class Search My Planner	Open ng 2009 Shopping Cart Your enrollment :	Closed	Wait List			
Add to Cart: Spr Enter Class Nbr Find Classes O Class Search My Planner search	Open ng 2009 Shopping Cart Your enrollment s	Closed	Wait List			
Add to Cart: Spri Enter Class Nbr i enter O Class Search O My Planner search	Open ng 2009 Shopping Cart Your enrollment :	Closed	Wait List			
Add to Cart: Spri Enter Class Nbr enter Find Classes O Class Search O My Planner search	Open ng 2009 Shopping Cart Your enrollment s	Closed	Wait List			
Add to Cart: Spri Enter Class Nbr enter Find Classes O Class Search My Planner search My Spring 2009 Class S	©open ng 2009 Shopping Cart Your enrollment :	Closed	Wait List			
Add to Cart: Sort Enter Class Nbr enter Find Classes O Class Search My Planner search My Spring 2009 Class St You are	Copen ng 2009 Shopping Cart Your enrollment : Shedule not registered for classes in	Closed	Wait List			
Add to Cart: Spit Enter Class Nbr Find Classes O Class Search O My Planner search My Spring 2009 Class S You are	Copen ng 2009 Shopping Cart Your enrollment : Shedule not registered for classes in	Closed	Wait List			
Add to Cart: Spri Enter Class Nbr i enter Find Classes O Class Search My Planner search My Spring 2009 Class S You are	Copen ng 2009 Shopping Cart Your enrollment : thedule not registered for classes in	Closed	Mult List			
Add to Cart: Spri Enter Class Nbr enter Find Classes O Class Search O My Planner search You are earch Plan Enroll My Acad	Copen ng 2009 Shopping Cart Your enrollment : shedule not registered for classes in emics	Closed	Wait List			

Step	Action
2.	The Enroll tab appears.
	Click the Permissions sub-tab.



CASE WESTERN RESERVE			_			
DINTVERSTIT DE 1826				<u>Home</u>	Add to Favorites	<u>Siqn out</u>
Luke Abbott-Hill						
Search Plan	Enroll	My Academics				
my class schedule add drop swap	edit tern	information permissions				
Permissions						
			_			
Spring 2009 Undergraduate Case Western Rese	rve Univ	ge term				
How to Get Started Explain Permissio	n Types	Explain Permission	Status			
Permission to Add						
General Info Permission Comments			_			
Class Number Description	Permission Type	Permission Status				
Q		•	-			
Permission to Drop						
General Info Permission Comments						
Class Number Description	Permission Type	Permission Status				
Q		· · · ·	-			
REQUEST PERMISSION(S)						
			_			
Search Plan Enroll My Academics						
My Class Schedule Add Drop Swap Edit Term Informa	tion <u>Permissions</u>					
				т 🍾 🕡	rusted sites	🔍 100% 🔹 .

Step	Action
3.	The Permission screen appears.
	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.
4.	The second group box is used to request permission to drop a class.
	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.
5.	To request permission to add a class, click the Look up Class button.



To read on-screen directions for how to get started, click the <u>How to Get</u> <u>Started</u> link. **Business Process Document** Permissions: Requesting Permission to Add or Drop a



Class

UNIVERSI	1 1 rec 1826			Home	Add to Favorites	<u>Sign</u>
uke Abbott-Hill		go to	···· 🗸 🔊			
Search	Plan	Enroll	My Academics			
ermission Req	iests					
nter Search Cr	itaria					
sinter Search Cr	iteria					
Case Western Reserve	Univ Spring 2009					
Select at least 2 searc	h criteria. Click Search to view your :	earch results.				
lass Search Criteri	3					
and the state	a de at aubite at					
ourse Subject	select subject					
Course Number	is exactly					
Course Career	×	(example: Undergrad	duate)			
Academic Group	~					
	Show Open Classes Only					
Use Additional Search	Criteria to narrow your search results.					
Meeting Time	between and	(example: 1:00PM)				
Day of Week	Include Only These Days 💌		_			
	Mon Tues Wed 1	hurs Fri S	at Sun			
Instructor Last Name	is exactly 💟					
Class Nbr	(example: 1136)					
Course Keyword	(e)	ample: statistics)				
Course Units	between and					
Course Component	*					
Campus	¥					
Building						

Step	Action
6.	The Enter Search Criteria screen appears.
	Enter the subject code of the class for which you need permission to add into the Course Subject field.
7.	Optional: Enter the course number into the Course Number field.
8.	Click the Search button at the bottom of the screen or press [Enter] on your keyboard.



Class

LUKE ADD	ott-Hill		90	to 💌 📎			
s	earch	Plan	Enroll	My Academics			
Permiss	sion Request	5			_		
Search	Results						
loom assig	nments are subje	t to change.					
Case West	ern Reserve Univ	Spring 2009					
My Class S	Schedule		Shopping Cart				
My Class Schedule S							
You are not registered for classes in this			Your shopping cart is empty.				
You are n term. The followi exactly '22 Return to F	ot registered for cla ing classes match y 7', Show Open Cla Permission Request	our search criteria C isses Only: No	Your shopping cart is empty. ourse Subject: Mathematics, C	Course Number is			
You are n term. The followi exactly '22 Return to F	ot registered for cla ing classes match y 77, Show Open Cla Permission Request	our search criteria C sses Only: No	Your shopping cart is empty.	Course Number is			
You are n term. The followi exactly '22 Return to F	ot registered for cla ing classes match y IZ7, Show Open Cla Permission Request MATH 227 - Cal	our search criteria C ssee Only: No S START /	Your shopping cart is empty. ourse Subject: Hathematics, C NEW SEARCH Open Closed	Course Number is	<u>itions</u>		
You are n term. The followi exactly '22 Return to F	ot registered for cli ing classes match y 77, Show Open Cli 2ermission Request	usses in this our search criteria C sses Only: No S START / Culus III	Your shopping cart is empty.	Course Number is Wait List Course Evaluat First <1 of 1	tions Last		
You are n term. The followinexactly '22 Return to F	ot registered for cli ing classes match y 17', Show Open Cli Permission Request MATH 227 - Cal 100-LEC(6441)	usses in this our search criteria C sase Cnly: No <u>s</u> <u>START</u> / culus III	Your shopping cart is empty. Ourse Subject: Mathematics, C A NEW SEARCH Oppen Closed Status	Course Number is Wait List Course Evaluat First < 1 of 1 select class	tions Last		
You are n term. The followi exactly '22 Return to F Section Section	ot registered for di ing classes match y 17', Show Open Cla Cermission Request MATH 227 - Cal 100-LEC(6441) Regular	ur search criteria C sses Only: No 3 START / Culus III	Your shopping cart is empty. ourse Subject: Hathematics, C A NEW SEARCH Oopen Closed Status	Course Number is Wait List Course Evaluat First 1 of 1 10 select class	Last		
You are n term. The follow exactly '22 Return to F	ot registered for di ing classes match y 17', Show Open Cla 22rmission Request MATH 227 - Cal 100-LEC(6441) Regular Days & Times	sses in this our search criteria C sses Only: No s START / Culus III Room (Capacity)	Your shopping cart is empty. ourse Subject: Hathematics, C NEW SEARCH Oopen Closed Status Meeting Dates	Course Number is Course Evalua Course Evalua Firest € 1 of 1 12 select class Topic	tions		
You are n term. The follow exactly '22 Return to F Section Session	ot registered for cli ing classes match y 17', Show Open Cli Permission Request MATH 227 - Cal 100-LEC(6441) Regular Days & Times MoweFr 11:30AM 12:20PM	sses in this our search criteria C sses Only. No START / Calus III Room (Capacity) - To Be Scheduled	Vour shopping cart is empty. Ourse Subject: Mathematics, C A NEW SEARCH Open Closed Status Instructor Meeting Dates Leonardo 01/12/2009 - 04	Course Number is Course Evalua First 1 of 1 select class Topic 4/27/2009	tions Last		

Step	Action
9.	Search Results screen appears. Locate the class for which you need to request a permission. To view its requirements for enrollment, click its Section link.
	100-LEC(6441)



	131 1826			Home	Add to Favorites	<u>Sign ou</u>
Luke Abbott-Hill			go to 🗸 🗸 📎	1		
Search	Plan	Enroll	My Academics	1		
Permission Re	quests					
Class Detail						
MATH 227 - 100	Calculus III		Course Evaluations			
ase Western Reserve	2 Univ Spring 2009 I	.ecture				
eturn to Permission F	Requests	VIEW SEARCH RESULT	S SELECT CLASS			
lass Details						
Status	Open Open	Career Undergra	iduate			
Class Number	6441	Dates 1/12/200	09 - 4/27/2009			
Session	Regular Academic Sess	ion Grading Regular	Grades			
Units	3 units	Location Main Car	npus			
Class Components	Lecture Require	d Campus Case We	stern Reserve Univ			
lecting Information						
ays & Times	Room	Instructor Meeting	Dates			
oWeFr 11:30AM - 12	20PM To Be Schedule	d Leonardo Fibonacci 01/12/20	009 - 04/27/2009			
nrollment Informatio	on					
Add Consent	Instructor Cons	ent Required				
Enrollment Requirem	ents Prereq: MATH :	124.				
lass Availability						
Class Capacity	999	Wait List Capacity	0			
Enrollment Total	0	Wait List Total	0			
Available Seats	999					
escription						

Step	Action
10.	The Class Detail screen appears.
	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. Status Open
11.	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.
12.	Locate the Enrollment Information group box. It contains requirements to add the class, such as Add Consent and Enrollment Requirements .
13.	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.
	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.



Business Process Document Permissions: Requesting Permission to Add or Drop a

Step	Action
14.	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.
	Enroliment Requirements Prereq: MATH 124.

CASE WESTER UNIVERSI	T Y TY 1826					Home	Add to
uka Abbatt Hill					9		
uke Addott-Hill			igo to		9		
Search	Plan	Enro	all 🗍	My Academics			
rermission kequ	lests						
Class Detail							
ATU 227 100 C	alculus III			Course Fuelwations			
TATH 227 - 100 Ca	laiv Spring 2009 Loct	1100		course evaluations			
ase western reserve o	niv (spring 2009) bed	ure .					
eturn to Permission Rec	quests	VIEW SEARCH	RESULTS	LECT CLASS			
lace Notaile							
lass Details							
Status 🥘	Open	Career	Jndergraduate				
Class Number 6	441	Dates	L/12/2009 - 4/:	27/2009			
Units 2	igular Academic Session	Location 1	Vain Campus				
Class Components 1 -	atura Described	Campus (Case Western F	leserve Univ			
class components - Ee	ctore Required						
lasting Information							
ays & Times	Room	Instructor	Meeting Dates				
oWeFr 11:30AM - 12:20	0PM To Be Scheduled	Leonardo Fibonacci (01/12/2009 - 0	4/27/2009			
nrollment Information							
Add Consent	Instructor Consent	Required					
Enrollment Requiremen	ts Prereq: MATH 124						
lace Availability							
ass Availability							
Class Capacity	999	Wait List Capacity	0				
Available Seats	999	wait List Iotai	0				
escription							
Vester algebra and	accomptor Linear mans	and matrices. Calcul	us of vostor				
valued functions. De	erivatives of functions of	f several variables. N	fultiple integral	s.			
vector fields and lin	ie integrais.						1
						Lø	 Irusted sites

Step	Action
15.	To select the class in order to request a permission, click the Select Class button.



CASE!	Weet	EDNIDECEDVE										
UNIV	VERS	ITY INT 1826						Home	2	Add to Favor	<u>tes</u>	Sign out
•												
Luke Abbot	t-Hill											Saved
	- 1-		5H	-								
sean	cn adula II	Pian	Enroll	Wy Acade	mics							
my class sch	equie	add drop swap	edit	mormation pe	mission	•						
Permissio	ns											
Spring 2009	Unde	ergraduate Case Western Reserv	ve Univ <u>chang</u>	je term								
How to Get Sta	arted	Explain Permission	Types	Explai	n Permiss	ion Statu	15					
Permission	to Add						l					
General In	to F	ermission Comments		Permission								
Number	(2)	Description	Permission Type	Status		_						
6441	Q	MATH 227-100	Add	New	+	-						
0	4- D											
Fermission		,										
General In	fo F	ermission Comments 📰										
Class Number		Description	Permission Type	Permission Status								
	Q		Drop	New	+	-						
REQUEST	PERMIS Enroll dule Ad	SION(S) My Academics id Drop Swap Edit Term Informati	on <u>Permissions</u>									
									- Trin	the d cites	A	100% *

Step	Action
16.	The class data appears on the General Info tab.



CASE WEST	ERN RESERVE					Home	Add to Favorites	Sian out
•								
Luke Abbott-Hill								Saved
Search	Plan	Enroll	My Acaden	nics				
my class schedule	add drop swap	edit term	information peri	nissior	15			
Permissions								
Spring 2009 Und	ergraduate Case Western Reserv	ve Univ	ge term					
How to Get Started	Explain Permission	Types	Evolain	Permis	sion Status			
Permission to Add		1902	<u>explain</u>	Citilis				
Class	Description	Permission Type	Permission	_				
6441	MATH 227-100	Add	Status New	+				
				_				
Permission to Dro	p							
General Info	Permission Comments 📖							
Class Number	Description	Permission Type	Permission Status					
Q		Drop	New	+	=			
REQUEST PERMIS	SSION(S)							
Search Plan Enroll	My Academics	on Bermissions						
NY Class Schedule A	the prop swap care remainionnau							
							/ Trusted sites	🔍 100% 🔹

Step	Action
17.	Click the Permission tab.

Business Process Document Permissions: Requesting Permission to Add or Drop a Class



CASE WESTERN RESERVE Luke Abbott-Hill Search Plan My Academics Enroll my class schedule add drop swap edit term information permissions Permissions Explain Permission Types Explain Permission Status How to Get Started Permission to Add
 General Info
 Permission
 Conments
 Image: Strength and Strenge strength and Strength and Strenge strength and Stren 6441 Q MATH 227-100 + -Permission to Drop General Info Permission Comments
 Class Number
 Description
 Permission Type
 Permission Status

 Q
 Drop
 New
 +
 . REQUEST PERMISSION(S) Search Plan Enroll My Academics My Class Schedule Add Drop Swap Edit Term Information Permissions 🐻 🗸 Trusted sites 🔍 100%

Step	Action
18.	Select the permission type(s) you are requesting from the Permission tab. Choose as many as you need.

Last changed on: 10/24/2008 8:52 AM



∿

Permission Type	Explanation
Consent Required	A class may be coded by the department as requiring either instructor or department consent. Consent type required may be either add consent or drop consent. Details regarding whether or not a class requires add or drop consent are available on the searchable schedule of classes.
Closed Class	Classes that reach their enrollment limits require permission to override the limit. Note: Some classes may have "Reserve Capacities" such that a department may set aside seats for a particular type of student (e.g., juniors, biology majors, etc.). If all non reserved seats are taken, students not meeting Reserve Capacity criteria will not be allowed to register unless Closed Class permission is granted. If all reserved seats are taken, students meeting Reserved Capacity criteria will not be allowed to register unless Closed Class permission is granted. Even if a class shows a status of "open" or it appears as if there are seats available, it still may be closed to students not meeting Reserve Capacity requirements.
Requisites Not Met	Departments determine whether or not a course requires pre-requisites, co-requisites or other course requirement conditions. If the student has not met these requirements, registration for the course is not allowed unless "Requisites Not Met" permission is granted.
Time Conflict	Students may not register for classes that have any meeting day/time overlaps with each other. Permission may be granted by instructor/department for EITHER course. Even if permission is granted for time conflict, students must still register for course(s) in person.
Career Restriction	Some schools have restrictions on students such that they may not register for courses outside of their own career without receiving permission from either the student's registrar or dean or the course career's registrar or dean. E.g., Law students may not register in Applied Social Science courses without permission from the law school registrar or applied social science school registrar.
Time Period	If school has separate enroll with permission period (Nursing, Law, Management, SASS,) permission may be granted to allow a student in a class after the regular enrollment period.

Please note: Students may select as many permissions as are necessary at one time. Selecting the wrong permissions, or selecting additional unnecessary permissions, may lengthen the amount of time it takes to obtain permission to add a class. Please research the type of permission needed prior to selecting permission types, and only select those permissions that must be requested.

Step	Action
19.	
	Click the Comments tab.
	Comments



CASE	WEST	ERN RESERVI								
UNI	VERS	SITY 182	6					<u>Home</u>	Add to Favorites	<u>Sign out</u>
•										
Luke Abbot	tt-Hill									
Sear	rch		Plan	Eproll	My Acar	demics				
my class ech	aluba	bbe	dron ewan	edit tern	information r	ormieeion				
my cluss sch	leuule	uuu	arop awap	cuit term		7011113310113				
Permissio	ons									
Spring 2009	Ə Und	ergraduate C	ase Western Re	serve Univ <u>chan</u>	ge term					
How to Get St	tarted		Explain Permiss	ion Types	Expl	ain Permiss	on Status			
Permission	to Add									
General Inf	fo P	ermission Con	ments							
Class	Decc	intion	Commonts to Inc	tauctos	Commonts from	Instructor	-			
Number	Desci	227.422	commence to mis	cructor .	comments from	Instructor		-		
6441 Q	MATH	227-100								
Denmination	4- D	_								
Permission	10 010	p								
General In	nfo	Permission Co	mments							
Class Number		Description		Permission Type	Permission Status					
	Q			Drop	New	+	-			
REQUEST	PERMIS	SION(S)								
Search Plan	Enroll	My Academics								
My Class Sche	dule A	dd <u>Drop Swap</u>	Edit Term Infor	mation Permissions						

Step	Action
20.	To leave a comment for the approver, enter the comment in the Comments to Instructor field.
21.	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.
22.	Click the Request Permission(s) button.



Business Process Document Permissions: Requesting Permission to Add or Drop a Class

CASE WESTERN RESERVE	_	Homo	Add to Equaritor	Sign out
			Add to Pavonies	
				_
			New Windo	w Help 📳
Permission Request(s) cannot be changed once submitted. (27000,129)				
If you are sure each class is Complete, press OK; otherwise CANCEL and continue with your request.				
				-
Done		🗌 🌆 🗸 т	rusted sites	💐 100% 🔹 🤃

Step	Action
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.	Click the OK button to confirm your permission request. 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.
25.	
	Click the General Info tab.
	General Info



CASE WI	STERN RESERVE							
	N J I I I 1 1836						Add to Eavoritee	Sign o
							Add to 1 difformeds	
iko Abbott Hi								
IKE ADDOTT-HI					_			
Search	Plan	Enroll	My Acade	mics				
ny class schedul	e add drop sw	vap edit ter	m information per	mission	s			
ermissions								
pring 2009 U	ndergraduate Case Western	Reserve Univ cha	nge term					
	Cueleie Deur		Evel-ie	D	ing Chabur			
rmission to 4	dd	hission rypes	Explain	Permiss	alon status			
ITHISSION TO A	au							
General Info	Permission Comments							
lass De	scription	Permission Type	Permission Status					
lumber	TH 227-100		Deading Instructor					
6441 MA	TH 227-100	Add	Pending Instructor					
ermission to D	rop							
ermission to D	rop							
General Info	rop Permission Comments ===	0	Dawnission					
General Info General Info Class Tumber	rop Permission Comments Ess Description	Permission Typ	e Permission Status					

Step	Action
26.	The permission request has been submitted and cannot be changed. The Permission Status field displays the progress of your request.

For a list and description of Permission Status types, click the Explain Permission Status link.

....

Permission Status	Explanation
New	New request.
Pending Instructor	Instructor has not yet acted on request
Pending Registrar	Permission required additional approval of school registrat
Granted	Permission has been granted.
Denied	Permission has been denied.
Revoked	An unused permission has been revoked.



CASE V	WESTERN RESERVE							
LA UNIV	ERSITY INC 1826					<u>Home</u>	Add to Favorites	<u>Sign out</u>
Luke Abbott	-Hill							
Searc	h Plan	Enroll	My Acade	mics				
my class sche	dule add drop swap	edit ter	m information pe	missions				
Description								
Permissio	ns							
Spring 2009	Undergraduate Case Western Res	erve Univ <u>cha</u>	nge term					
How to Get Sta	rted Explain Permissi	on Types	Explain	n Permissio	n Status			
Permission t	o Add							
General Inf	o Permission Comments 🖽			_	_			
Class Number	Description	Permission Type	Permission Status					
6441	MATH 227-100	Add	Pending Instructor	+	-			
Permission t	o Drop							
General Inf	Permission Comments							
Class	Description	Permission Tyr	Permission					
Number	0	Drop	- Status		_			
	4	biop	New					
DEQUECT I	PERMISSION/S)							
REQUEST	ERMISSION(S)							
					_			
Search Plan	Enroll My Academics							
My Class Sched	ule Add Drop Swap Edit Term Inform	nation Permission	5					
							Frusted sites	100% • .

Step	Action
27.	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.
28.	This completes the process of requesting permission to add or drop a class. End of Procedure.