

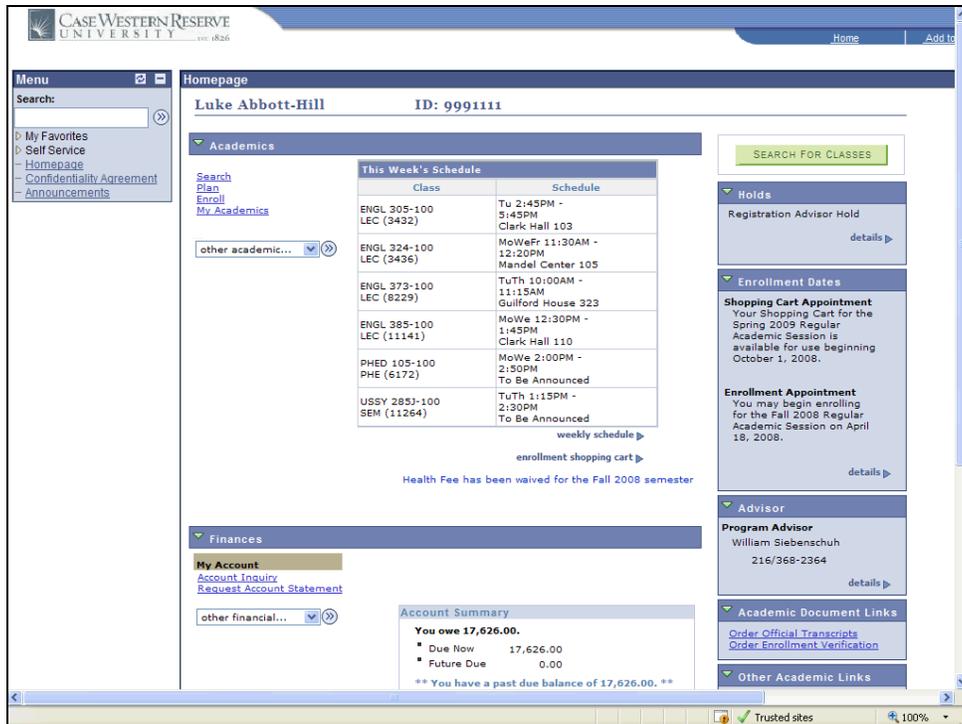
## Requesting Permission to Add or Drop a Class

### 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

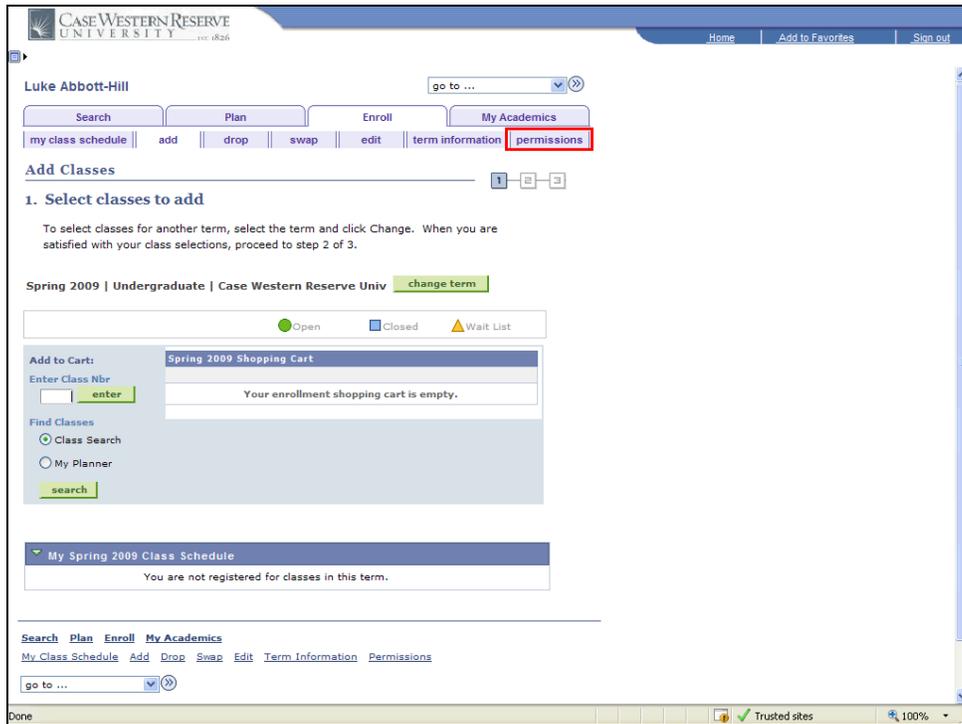
Use the Requesting Permission to Add or Drop a Class process to request permission to add or drop a class from an instructor and/or Registrar.



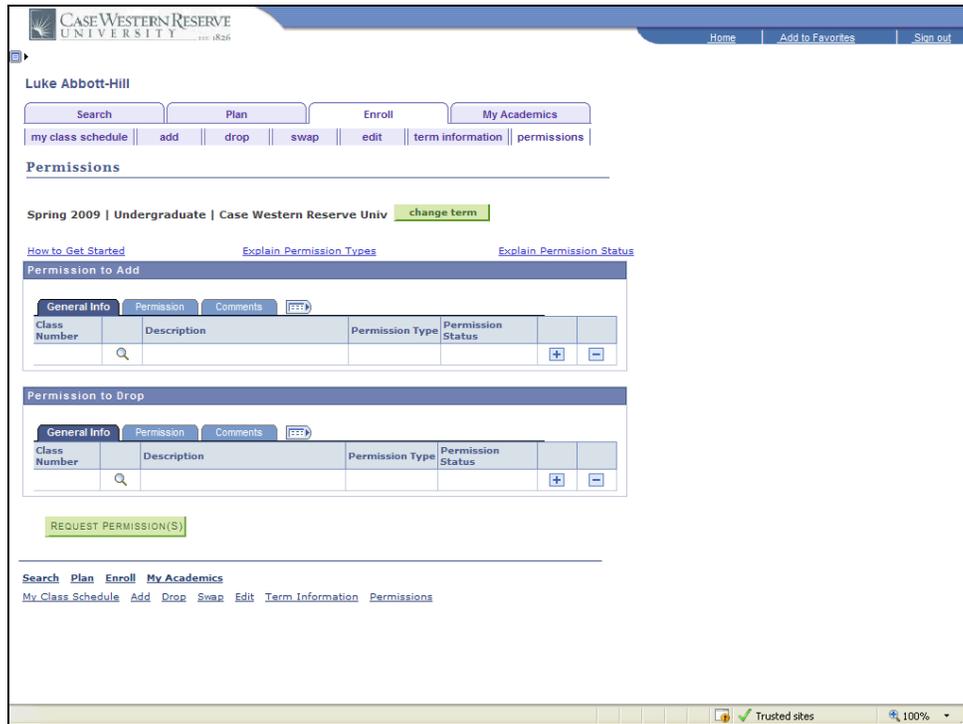
Step	Action
1.	From the Student Center, click the <b>Enroll</b> link. <a href="#">Enroll</a>

# Business Process Document

## Permissions: Requesting Permission to Add or Drop a Class



Step	Action
2.	<p>The Enroll tab appears.</p> <p>Click the <b>Permissions</b> sub-tab.</p> <p><b>permissions</b></p>



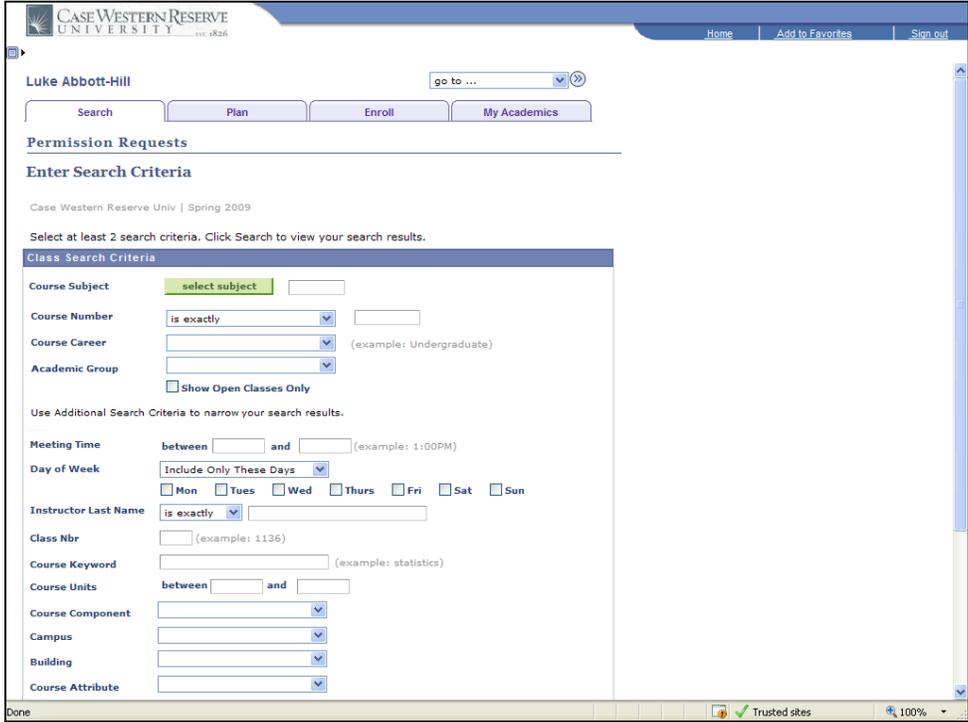
Step	Action
3.	<p>The Permission screen appears.</p> <p>There are two group boxes on the Permissions screen. The first group box is used to request permission to add a class to your schedule.</p>
4.	<p>The second group box is used to request permission to drop a class.</p> <p><b>IMPORTANT:</b> This box is only to be used to request permission to drop classes that list <b>Drop Consent</b> 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 <b>Look up Class</b> button.</p> 



To read on-screen directions for how to get started, click the [How to Get Started](#) link.

# Business Process Document

## Permissions: Requesting Permission to Add or Drop a Class



Case Western Reserve Univ | Spring 2009

Select at least 2 search criteria. Click Search to view your search results.

**Class Search Criteria**

Course Subject

Course Number

Course Career  (example: Undergraduate)

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

Mon  Tues  Wed  Thurs  Fri  Sat  Sun

Instructor Last Name

Class Nbr  (example: 1136)

Course Keyword  (example: statistics)

Course Units between  and

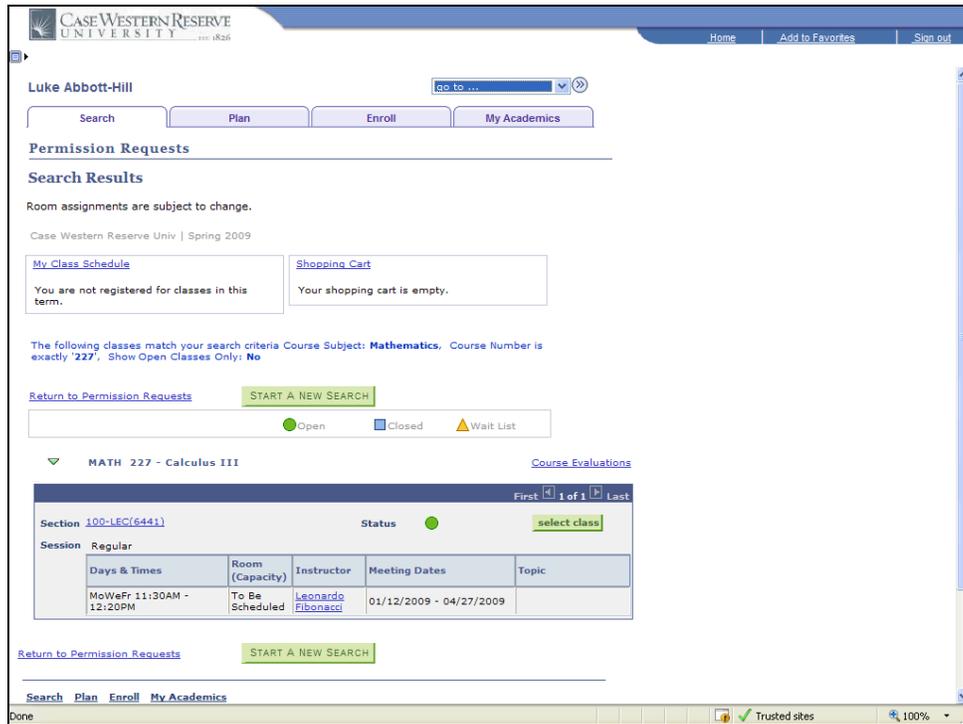
Course Component

Campus

Building

Course Attribute

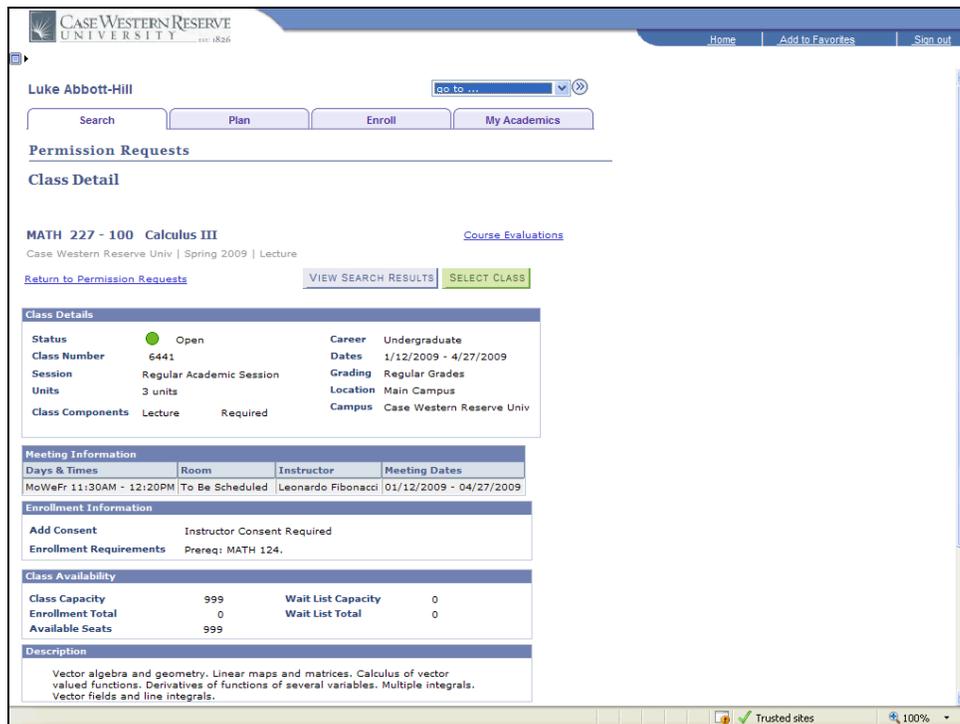
Step	Action
6.	The Enter Search Criteria screen appears.  Enter the subject code of the class for which you need permission to add into the <b>Course Subject</b> field.
7.	Optional: Enter the course number into the <b>Course Number</b> field.
8.	Click the <b>Search</b> button at the bottom of the screen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



Step	Action
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 <b>Section</b> link.</p> <p><a href="#">100-LEC(6441)</a></p>

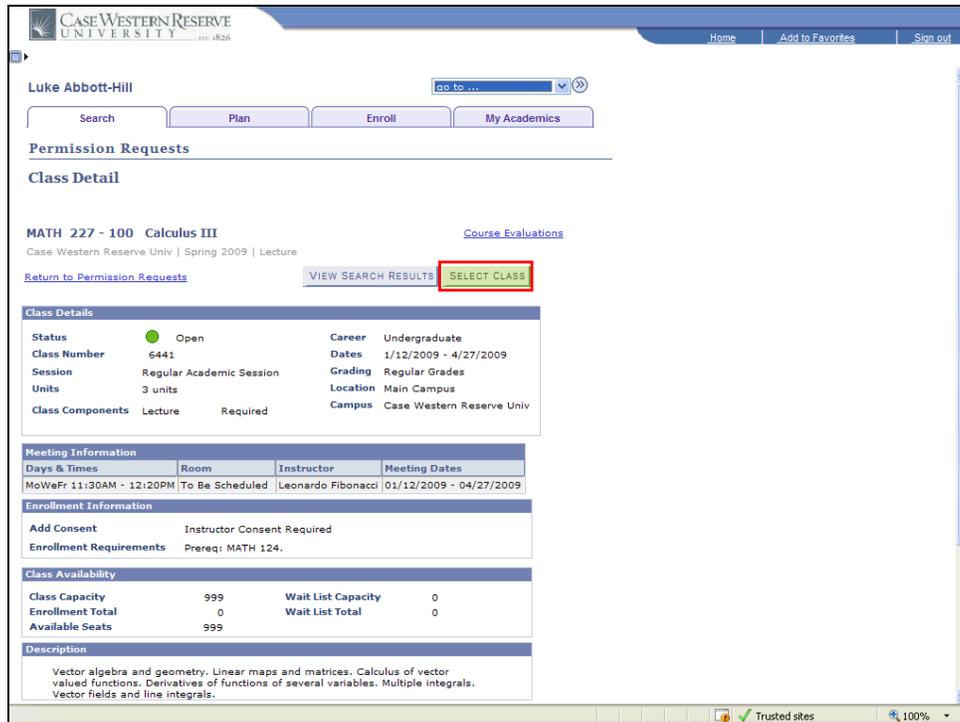
# Business Process Document

## Permissions: Requesting Permission to Add or Drop a Class



Step	Action
10.	<p>The Class Detail screen appears.</p> <p>The <b>Status</b> 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 <b>Career</b> 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.	<p>Locate the Enrollment Information group box. It contains requirements to add the class, such as <b>Add Consent</b> and <b>Enrollment Requirements</b>.</p>
13.	<p>If the <b>Add Consent</b> 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 <b>Drop Consent</b> 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>

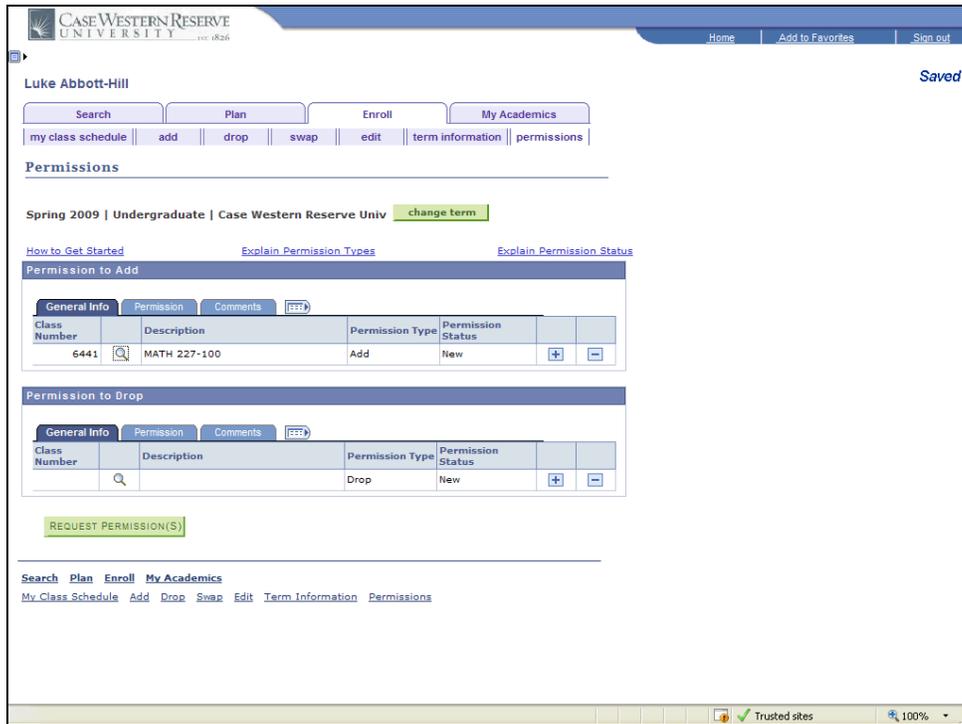
Step	Action
14.	<p>If the <b>Enrollment Requirements</b> field is present, then there are co- or pre-requisites that students must have in order to add this class. If you have not met the indicated requisite requirement, then the Requisites Not Met permission will be required in order to add the class.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content;"> <span style="color: blue; text-decoration: underline;">Enrollment Requirements</span> Prereq: MATH 124.         </div>



Step	Action
15.	<p>To select the class in order to request a permission, click the <b>Select Class</b> button.</p> <div style="border: 1px solid black; padding: 2px; width: fit-content; margin: 0 auto;"> <span style="background-color: #d9ead3; border: 1px solid #bdc3c7; padding: 2px;">SELECT CLASS</span> </div>

# Business Process Document

## Permissions: Requesting Permission to Add or Drop a Class



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Home | Add to Favorites | Sign out

Search | Plan | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information || permissions

**Permissions**

Spring 2009 | Undergraduate | Case Western Reserve Univ [change term](#)

[How to Get Started](#) | [Explain Permission Types](#) | [Explain Permission Status](#)

**Permission to Add**

Class Number	Description	Permission Type	Permission Status
6441	MATH 227-100	Add	New

**Permission to Drop**

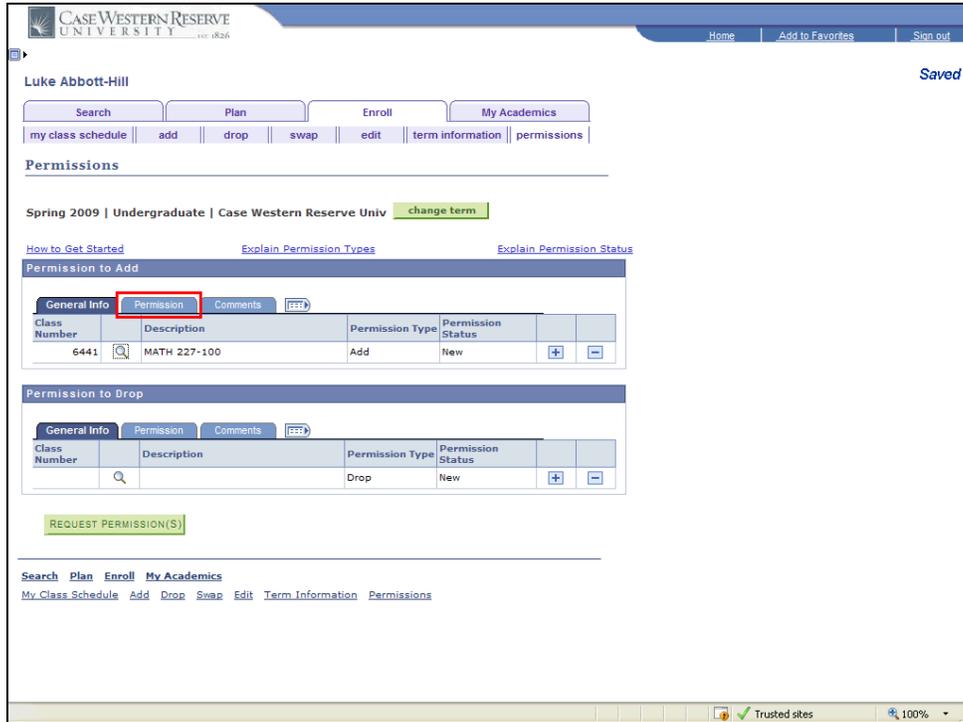
Class Number	Description	Permission Type	Permission Status
		Drop	New

[REQUEST PERMISSION\(S\)](#)

Search | Plan | Enroll | My Academics

My Class Schedule | Add | Drop | Swap | Edit | Term Information | Permissions

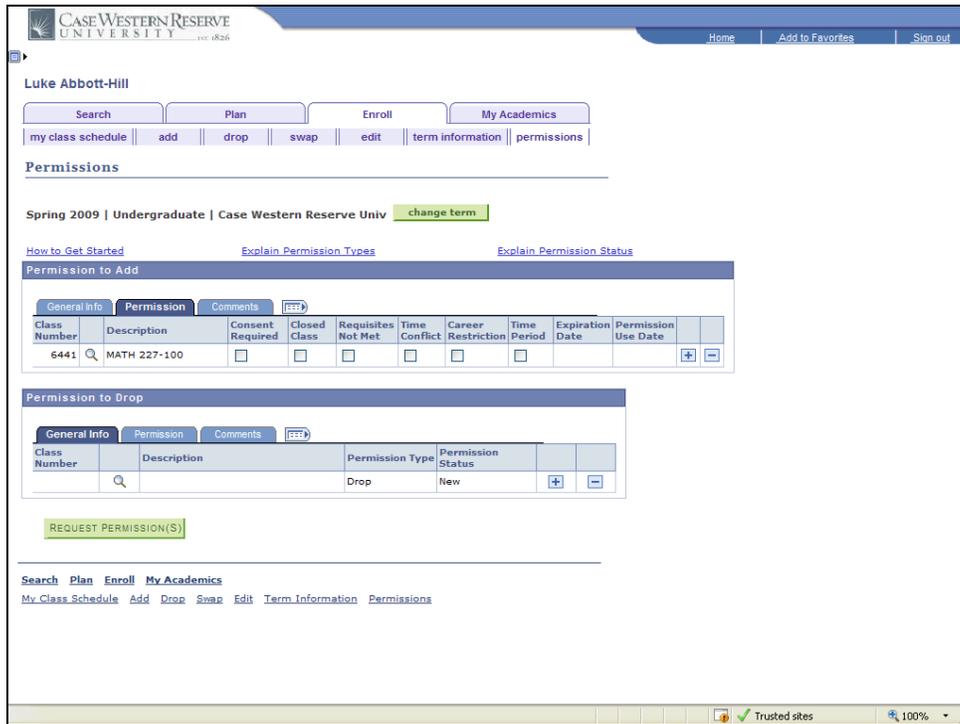
Step	Action
16.	The class data appears on the General Info tab.



Step	Action
17.	Click the <b>Permission</b> tab. 

# Business Process Document

## Permissions: Requesting Permission to Add or Drop a Class



Step	Action
18.	Select the permission type(s) you are requesting from the Permission tab. Choose as many as you need. <input type="checkbox"/>



For a description of all Permission Types, click the [Explain Permission Types](#) link.

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.  <b>Note:</b> 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. <u>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.</u>
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. <b>Even if permission is granted for time conflict, students must still register for course(s) in person.</b>
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 <b>enroll with permission</b> period (Nursing, Law, Management, SASS,) permission may be granted to allow a student in a class after the <b>regular enrollment period</b> .

**Important Note:** Requesting and receiving Permission to Add does not automatically enroll a student in the class. Similarly, requesting and receiving Permission to Drop does not automatically drop a student from a class. Once a student receives permission, the student must complete the appropriate registration process to add or drop the course.

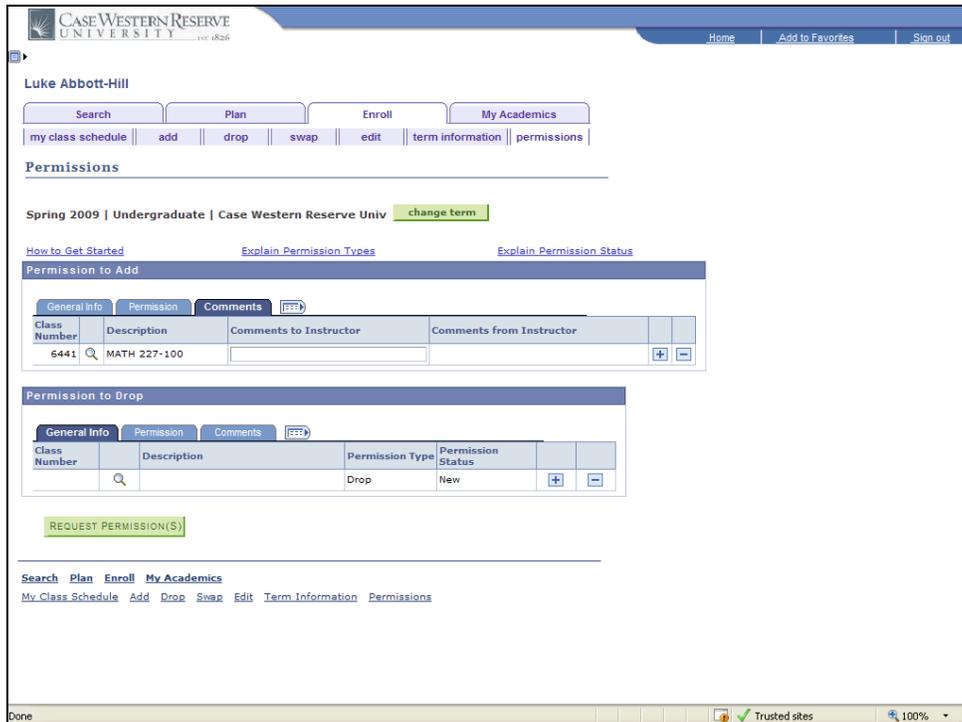


**Please note:** Students may select as many permissions as are necessary at one time. Selecting the wrong permissions, or selecting additional unnecessary permissions, may lengthen the amount of time it takes to obtain permission to add a class. Please research the type of permission needed prior to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

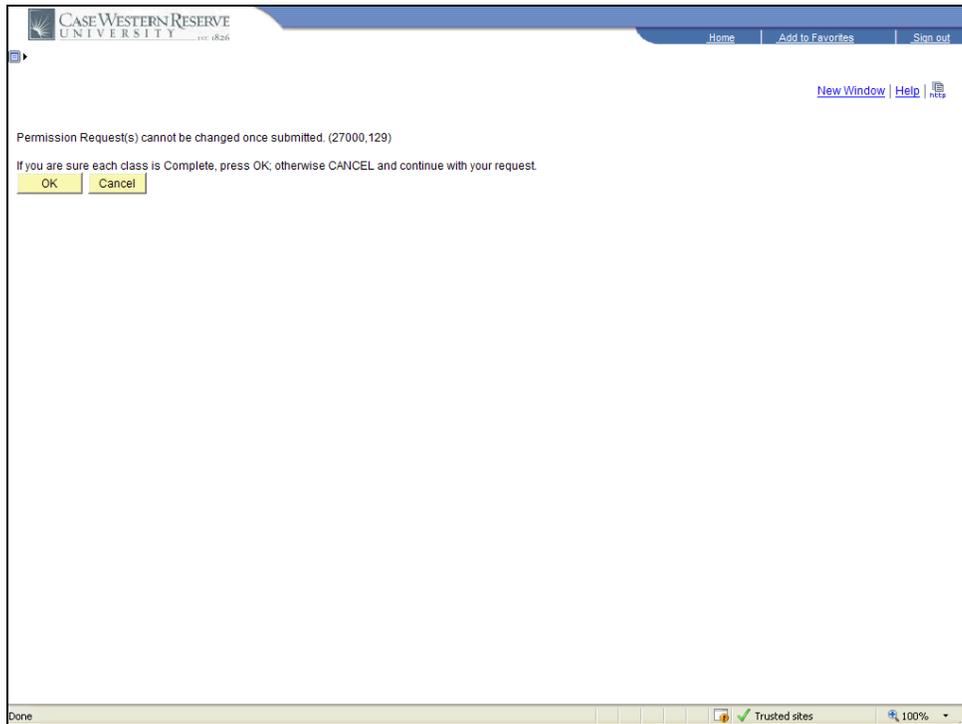
Step	Action
19.	Click the <b>Comments</b> tab. 

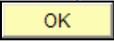
# Business Process Document

## Permissions: Requesting Permission to Add or Drop a Class



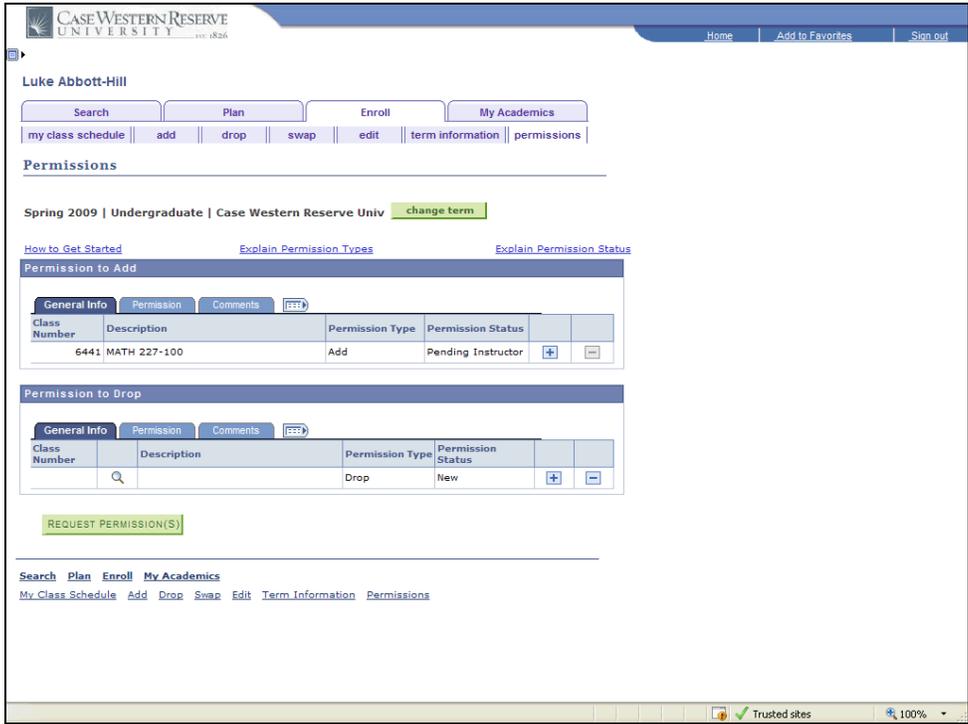
Step	Action
20.	To leave a comment for the approver, enter the comment in the <b>Comments to Instructor</b> field.
21.	To request a permission to add another class, click the <b>Add a new row</b> button and repeat the process of selecting a class and the needed permissions. 
22.	Click the <b>Request Permission(s)</b> button. 



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 <b>Cancel</b> button to return to the Permissions screen.
24.	<p>Click the <b>OK</b> 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 style="text-align: center;"></p>
25.	<p>Click the <b>General Info</b> tab.</p> <p style="text-align: center;"></p>

# Business Process Document

## Permissions: Requesting Permission to Add or Drop a Class

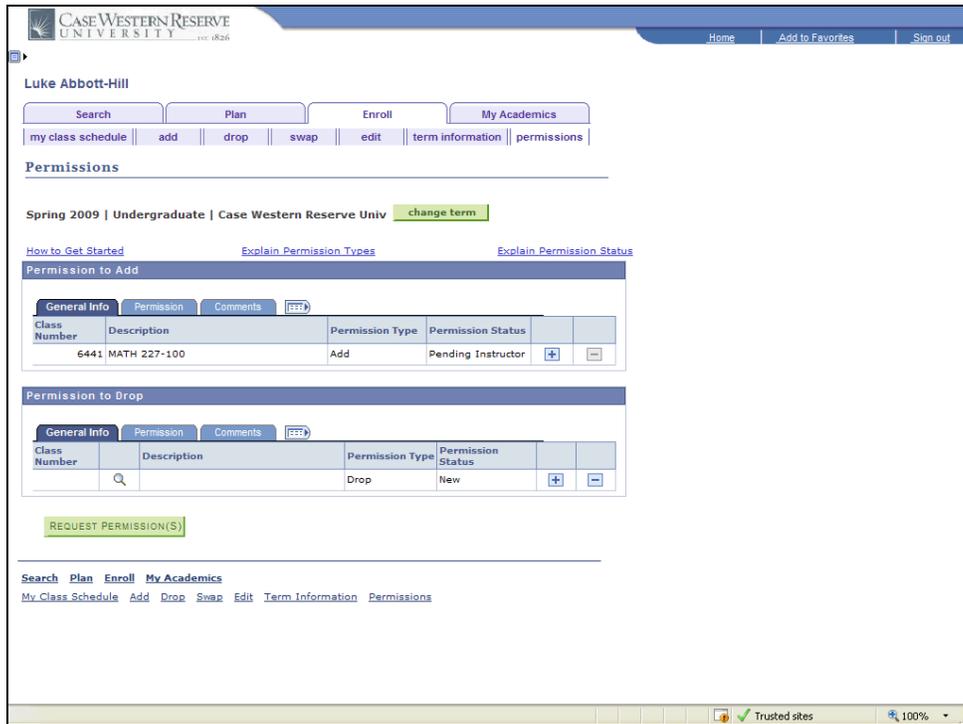


Step	Action
26.	The permission request has been submitted and cannot be changed. The <b>Permission Status</b> field displays the progress of your request.

 For a list and description of Permission Status types, click the [Explain Permission Status](#) link.

**Permission Status Explanation**

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



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 <b>Add a new row</b> button. 
28.	This completes the process of requesting permission to add or drop a class. <b>End of Procedure.</b>