Concept

The purpose of permission requests is to assist students who need an instructor's permission to register for a class. Here are the situations in which a student can create a permission request:

- The class requires each student who wishes to enroll in it to obtain an instructor's permission, or the department's permission, before enrollment can occur.
- The class is closed due to reaching its enrollment capacity.
- The class has prerequisite requirements that the student hasn't met.
- The class meeting time overlaps with another course in which the student is enrolled.
- The class is offered within an academic career in which the student is not enrolled (i.e., an undergraduate student wishes to take a Law course).

When a student submits a permission request, the instructor or departmental representative in charge of reviewing permission requests receives an email that alerts him/her to the new request.

In each situation, the instructor or department in charge of reviewing permission requests can approve or deny any request.

Procedure

This document will show you how to request permission to enroll in a class from its instructor or department.
## Permission Requests

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<tr>
<th>Step</th>
<th>Action</th>
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<tbody>
<tr>
<td>1.</td>
<td>When you attempt to register for a class, you may receive a message indicating that you can't enroll. The reason stated to you may be that the class is closed, has requisite requirements that you haven't met, or requires an instructor or department's consent prior to registration. <strong>Error:</strong> Instructor Consent Required. You must obtain permission to take this class. In order to request permission online, follow the &quot;Enroll&quot; link or tab and select the &quot;permissions&quot; tab.</td>
</tr>
</tbody>
</table>
| 2.   | In order to be able to enroll in a class that displays one of these messages, you must request and receive the permission of the course's instructor or its department. To begin the process, click the Request Permission checkbox next to the class or classes for which permission is needed.  
**Proceed to Permission Page** |
| 3.   | Click the **Proceed to Permission Page** button. |
| 4.   | The **Permissions** page appears. In the **Permission to Add** box, the class number and title are displayed. |
To the right of the class are the types of permission that a student could need in order to enroll in the class. The permission type that caused you to not be able to register for the class may already be selected. It may not be the only permission type that you need, however. Please pay attention to the other types of permission that may be needed and consider if they apply to you before you proceed.

Click the **Explain Permission Types** link for definitions of each permission type.

There are two additional permission types that are not automatically marked for you when you reach the permissions page from the enrollment page. If they are necessary for you to enroll in the class, you will need to check these off yourself.

If you wish to enroll in a class that has a time conflict with a class in which you’re already enrolled, select the **Time Conflict** permission type.

If you wish to enroll in a course that is offered outside of your academic career, select the **Career Restriction** permission type. Career Restriction permission requests require the approval of both the instructor and your school's registrar.

**Please note:** If you are granted Time Conflict permission, you must complete your registration for the class in the University Registrar's office.

The **Comments** tab enables students and instructors to leave each other comments.
## Step 8

If you have something to tell the instructor, you can enter it into the **Comments to Instructor** field.

If the instructor has comments for you when they receive your permission request, they will appear in the **Comments from Instructor** field.

## Step 9

There are links to directions and explanations above the **Permission to Add** section of the page.

One of the links takes you to the definitions of permission types. Click the **Explain Permission Types** link to see the definitions of the permission types that a student can request.

**Explain Permission Types**
10. This is the **Permission Type Explanation** page. It contains important information about what the different types of permission requests can and cannot accomplish for students.

   Click the **Return** button to leave the page.

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<td>10.</td>
<td>This is the <strong>Permission Type Explanation</strong> page. It contains important information about what the different types of permission requests can and cannot accomplish for students. Click the <strong>Return</strong> button to leave the page.</td>
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11. To submit your permission request to the instructor or department, click the **Request Permission** button.

    **Please note:** Once the permission request is saved, it cannot be changed.

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<td>11.</td>
<td>To submit your permission request to the instructor or department, click the <strong>Request Permission</strong> button. <strong>Please note:</strong> Once the permission request is saved, it cannot be changed.</td>
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Permission Requests

Step 12. A confirmation screen appears to notify you that your permission request cannot be changed once it's submitted.

Click the **OK** button to submit the permission request.

Click the **Cancel** button to return to the permission request to make modifications.

Step 13. After submitting the permission request, the **Permission Status** field will display **Pending Instructor** or **Pending Department**. This field will update when the instructor or department reviews and takes action upon your request. If the request is for a career restriction, the field will display **Pending Registrar**.

Step 14. This completes the process of creating a permission request. If you have questions about the permission request process, please contact registrar@case.edu.

**End of Procedure.**