

Permission Request

Concept

When students are prevented from enrolling in a class, they are able to request permission to enroll from the instructor or another administrator. Situations in which students can request permission include:

- If the class requires each student to obtain an instructor's or department's permission before enrollment can occur
- If the class is closed due to reaching its enrollment capacity
- If the class has prerequisite requirements that the student hasn't met
- If the class meeting time overlaps with another course in which the student is enrolled
- If 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. The reviewer can approve or deny any request.

This topic explains how to request a permit for a class.

SIS_SC_Permission

Procedure

Begin by logging in to the SIS at *case.edu/sis* with your CWRU Network ID and password.

This topic begins at the point where the student receives an error for their enrollment request, stating that the registration can't occur for one of the following reasons:

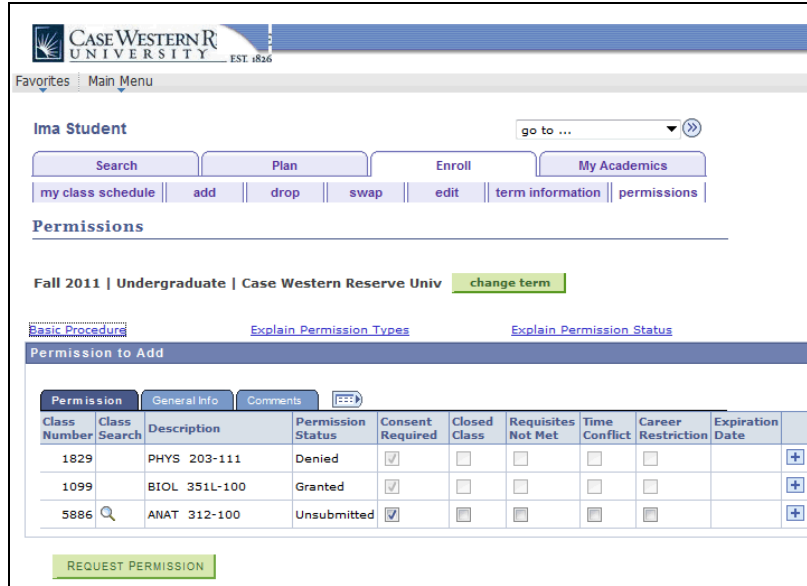
- Instructor/Department consent required
- Prerequisites not met
- Closed class
- Time conflict
- Career restriction

Student Information System Process Document

Permission Request



| Step | Action |
|------|---|
| 1. | Read the Error in the Message box. This will indicate the type of permit that you will need to register for the class. Error: Instructor Consent Required. You must obtain permission to take this class. In order to request permission online, follow the "Enroll" link or tab and select the "permissions" tab. |
| 2. | Click the Request Permission checkbox next to the class(es) for which you need permission to register. <input type="checkbox"/> |
| 3. | Click the Proceed to Permission Page button. <input type="button" value="PROCEED TO PERMISSION PAGE"/> |

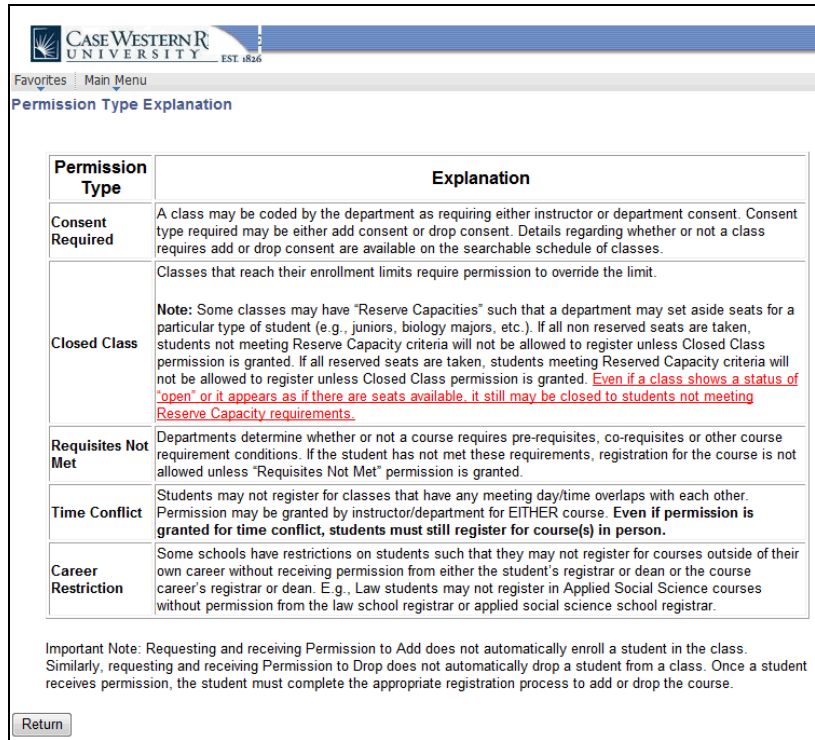


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Permission to Add

| Permission | General Info | Comments | | | | | | | | |
|--------------|----------------------|---------------|-------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------|-------------------|
| Class Number | Class Search | Description | Permission Status | Consent Required | Closed Class | Requisites Not Met | Time Conflict | Career Restriction | Expiration Date | |
| 1829 | | PHYS 203-111 | Denied | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | + |
| 1099 | | BIOL 351L-100 | Granted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | + |
| 5886 | <input type="text"/> | ANAT 312-100 | Unsubmitted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | + |

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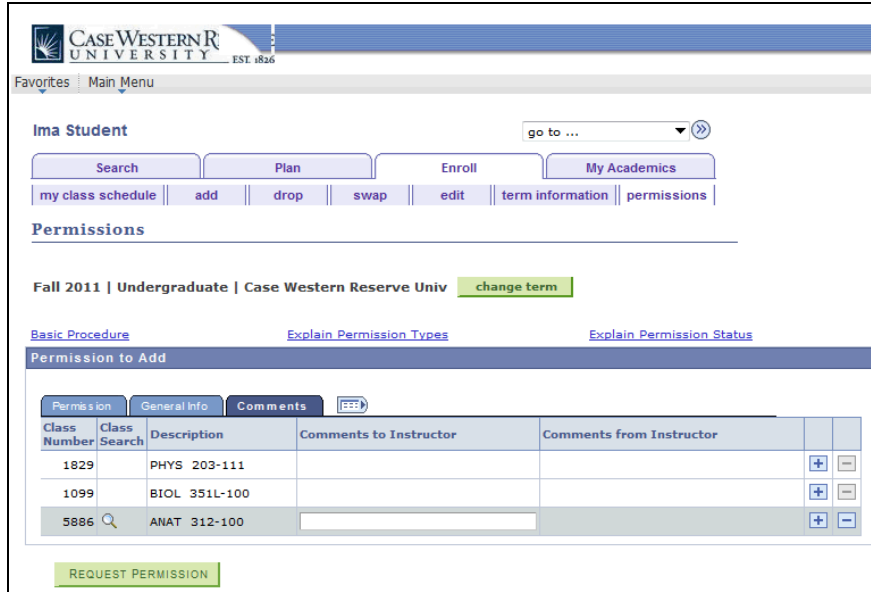
| Step | Action |
|------|--|
| 4. | <p>The Permissions page appears.</p> <p>The class you selected appears in the Permission to Add box.</p> |
| 5. | <p>To the right of the class are checkboxes for each type of permission request. The permission type that caused you to not be able to register for the 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.</p> <p>Click the Explain Permission Types link for definitions of each permission type.</p> |




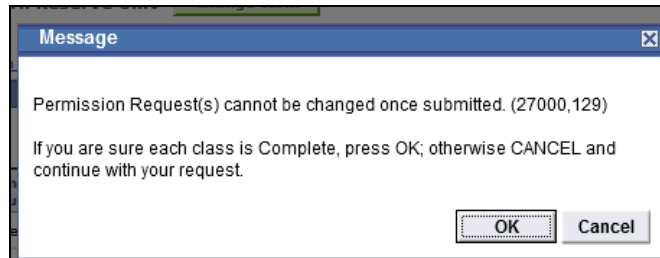
| Permission Type | Explanation |
|--------------------|--|
| Consent Required | A class may be coded by the department as requiring either instructor or department consent. Consent type required may be either add consent or drop consent. Details regarding whether or not a class requires add or drop 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. |


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.

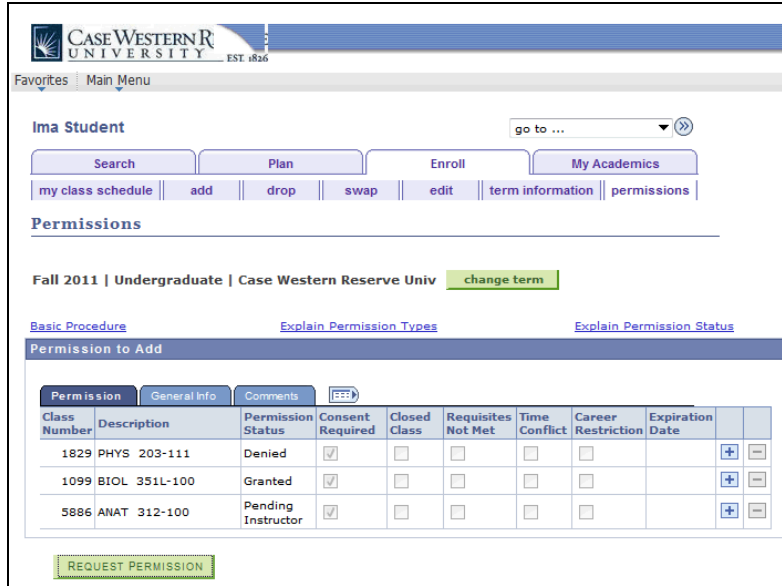
| Step | Action |
|------|---|
| 6. | <p>The Permission Type Explanation page contains important information about what the different types of permission requests can and cannot accomplish for students.</p> <p>Click the Return button to leave the page.</p> <p><input type="button" value="Return"/></p> |
| 7. | <p>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.</p> <p>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.</p> <p>If you wish to enroll in a class 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.</p> <p>Please note: If you are granted Time Conflict permission, you must complete your registration for the class in the University Registrar's office.</p> |



| Step | Action |
|------|--|
| 8. | <p>If you have something to tell the instructor, you can enter it into the Comments to Instructor field.</p> <p>If the instructor has comments for you when they receive your permission request, they will appear in the Comments from Instructor field.</p> |
| 9. | <p>To submit your permission request to the instructor or department, click the Request Permission button.</p> <p>Please note: Once the permission request is saved, it cannot be changed.</p>  |



| Step | Action |
|------|---|
| 10. | <p>A confirmation screen appears to notify you that your permission request cannot be changed once it's submitted.</p> <p>Click the OK button.</p>  |



Case Western Reserve University EST. 1826

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Permissions

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Permission to Add

| Class Number | Description | Permission Status | Consent Required | Closed Class | Requisites Not Met | Time Conflict | Career Restriction | Expiration Date | | |
|--------------|---------------|--------------------|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|-----------------|----------------------------------|----------------------------------|
| 1829 | PHYS 203-111 | Denied | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 1099 | BIOL 351L-100 | Granted | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="button" value="+"/> | <input type="button" value="-"/> |
| 5886 | ANAT 312-100 | Pending Instructor | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | <input type="button" value="+"/> | <input type="button" value="-"/> |

[REQUEST PERMISSION](#)

| Step | Action |
|------|--|
| 11. | 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 . |
| 12. | 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. |