

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

1. To request class permission, first either attempt to enroll in the class or add the class to the shopping cart, then validate it. See **Registering for Classes** on the [SIS Resources page](#) for more information on enrolling or adding classes to the shopping cart.
2. When attempting to enroll in classes or validate classes in the shopping cart, a message will appear that will confirm your choice or display an error message.

If you receive an error, a **Request Permissions** link will appear.

Note: This link will not appear if adding courses to the shopping cart.

3. Click **Request Permissions**.
4. A new window appears showing the required permissions. The permission types may be **Time Conflict**, **Requisites Not Met**, **Career Restriction**, **Closed Class**, and **Consent Required**.

Decision: Do you need to request class permission?

- Yes, for Requisites Not Met, go to step 5.
- Yes, for Career Restriction, go to step 6.
- Yes, for Time Conflict, go to step 8.
- Yes, for Closed Class, go to step 10.
- Yes, for Consent Required, go to step 11.
- No, but there is a hold on my record, go to step 12.
- No, but I want to check the status of a request, go to step 14.
- No, but I want to update a request, go to step 17.
- No, but I want to withdraw a request, go to step 18.

This completes the permission requests process. Remaining steps apply to other paths.

5. The **Requisites Not Met** permission type pertains to enrollment prerequisites or corequisites. The enrollment requirements for the class are displayed below the error message. If you do not want to request this permission type, such as if AP or transfer credit will be posted which will meet the course requisites, you may click the checkbox to the left of the permission type to remove the selection.

Go to step 4.

6. The **Career Restriction** permission type occurs when attempting to take a course which is offered by another school at CWRU which does not allow students outside of its school to enroll. For example, a Law student may attempt to enroll in an undergraduate course which would require a career restriction permission. You will not be able to uncheck the box to the left of the permission type.

Go to step 4.

7. You will see the time conflict permission type if attempting to enroll in or validate a class whose days and times overlap with a currently enrolled class. This permission type also displays if you select two classes for validation which overlap each other. Below the **Time Conflict** checkbox, a grid displays the classes which conflict.

<input type="checkbox"/>	Enrl Status	Validate
	Days / Times	MTW 02:50-03:45 PM
	Instructor	J. M. Stumpf
	Class	LEAD 100- 010
	Description	Leadership
	Permission Status	
<input type="checkbox"/>	Enrl Status	Validate
	Days / Times	MW 03:20-04:35 PM
	Instructor	J. Stumpf
	Class	LEAD 100- 000
	Description	Economic Leadership
	Permission Status	

The **Enrl Status** (enrollment status) will show **Enrolled** if you are currently enrolled in the class. Otherwise, the status is **Validate**. The meeting **Days / Times** of the classes are displayed along with other class information.

8. To request a time conflict permission, you must obtain it from the instructor of the class to be missed, even if you are already enrolled in that class. Click the checkbox next to the class you will miss, and click the checkbox to the left of Time Conflict to select the checkboxes. Once you are granted a time conflict permission, you may enroll in the class that conflicts with this class through SIS.
9. You are not required to request time conflict permissions if you are going to adjust your schedule to avoid the time conflict, such as only enrolling in one of the two classes which you are validating. If you do not wish to request a time conflict, click all the checkboxes in the **Time Conflict** grid and click the checkbox to the left of **Time Conflict** to remove the selections.

Go to step 4.

10. A **Closed Class** permission is required if a class in which you are attempting to enroll has already met the enrollment limit set by the department. Some instructors allow additional students to enroll, but this is not guaranteed. You will not be able to uncheck the box to the left of the permission type.

Go to step 4.

11. Some classes require **Instructor or Departmental Consent**. Regardless of the type of consent required, you must request and be granted consent before being able to enroll. You will not be able to uncheck the box to the left of the permission type.
12. A message may display indicating that there is a hold on your record that must be removed in order to process the transaction. You may still request any of the permissions previously mentioned; however, you be unable to enroll until all registration holds are removed. No permissions requests will override a hold. To review your registration hold(s), return to your **Student Home** by clicking the **Home** icon in the upper right and click the **Tasks** tile.
13. Select the hold to see the action(s) needed to have it removed.

Go to step 4.

14. When submitting a permission request, you will receive a copy of the email that was sent to the appropriate instructor(s) or administrators of the course. You will also receive an email when that instructor(s) or administrators has acted upon your request.
15. Return to the **Permission Requests** menu under the **Classes and Enrollment** tile at any time to check the status of the request. After clicking the **Permission Requests** menu, you will be prompted to select a term and career, however, any permissions submitted for a term will be visible regardless of the career selected for that term. You will see a message displayed at the top of this screen if you have any registration holds.

Decision: Do you have a hold on your record?

- If you have a hold, go to step 12.
- If you do not have a hold, go to step 4.

16. The status of the most permission requests will displayed in the **Permission Type / Status** column; time conflict permissions will display the following message:

See details for status.

An expiration date, if applicable, will be displayed. Click anywhere on the row to view the details of the permission including the status of time conflict requests.

17. When you select the permission request to view the underlying details, you will see a pop-up message stating whether or not additional permissions are required. If additional permissions are now required, such as a class closed since you initially submitted your request, you may see additional permission types displayed which you can then submit for approval by the instructor or administrator. The status of each permission type is displayed, and if you wish to add or remove any permission types (where possible) you may do so. In addition, you may edit the reason for requesting permission or the reason for requesting the time conflict.

When you are finished making changes, click **Update Request**.

If you do not want to make any changes, click the **X** in the upper right hand corner of the window.

Go to step 4.

18. To withdraw all of the permissions requested for a course, click **Cancel Request** at the bottom of the page.
19. A message box will confirm that you wish to cancel your request. The instructor or administrator will no longer see or be able to act upon your permission request. If you decide to resubmit the request at a later time, you will be able to do so.

Decision: Do you need to submit a request?

- Yes, I need to submit a request, go to step 3.
- No, I do not need to submit a request, go to step 4.