

Begin by logging into the SIS at [case.edu/sis](http://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 the choice or display an error message.

If receiving 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**.

Each permission type is explained below.

## Time Conflict

The **Time Conflict** permission type displays 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 selecting 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. Morgan
	Class	LEGAL 102- 0110
	Description	Contract Law
	Permission Status	
<input type="checkbox"/>	Enrl Status	Validate
	Days / Times	MW 03:20-04:35 PM
	Instructor	L. Miller
	Class	MGTS 102- 000
	Description	Business Administration
	Permission Status	

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

To request a time conflict permission, obtain it from the instructor of the class to be missed, even if already enrolled in that class. Click the checkbox next to the class that will be missed and the checkbox to the left of Time Conflict to select the checkboxes. Once granted a time conflict permission, enroll in the class that conflicts with this class through the SIS.

No time conflict permission request is needed if adjusting your schedule to avoid the time conflict, such as only enrolling in one of the two classes. If no time conflict permission request is needed, click the checkboxes in the **Time Conflict** grid and to the left of **Time Conflict** to remove those selections.

### Requisites Not Met

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 this permission request type is not needed, such as if AP or transfer credit will be posted which will meet the course requisites, click the checkbox to the left of the permission type to remove the selection.

### Career Restriction

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. The checkbox to the left of the permission type cannot be unchecked.

### Closed Class

A **Closed Class** permission is required if attempting enrollment in a class that has already met the enrollment limit set by the department. Some instructors allow additional students to enroll, but this is not guaranteed. The checkbox to the left of the permission type cannot be unchecked.

### Consent Required

Some classes require **Instructor or Departmental Consent**. Regardless of the type of consent required, consent must be requested and granted before being able to enroll. The checkbox to the left of the permission type cannot be unchecked.

### Other messages

A message may display indicating that there is a record hold that must be removed in order to process the transaction. Any of the permissions previously mentioned can be requested; however, enrollment will not be possible until all registration holds are removed. No permissions requests will override a hold. To review registration hold(s), return to **Student Home** by clicking the **Home** icon in the upper right and click the **Tasks** tile.

### Checking the Status of Permission Requests

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. An email will also be received when that instructor(s) or administrators has acted upon the request.

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. A message will display at the top of this screen if there are any registration holds.

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.

### **Updating a Request**

When selecting the permission request to view the underlying details, a pop-up message will appear stating whether or not additional permissions are required. If additional permissions are now required, such as a class closed since initially submitting the request, additional permission types may display which can then be submitted for approval by the instructor or administrator. The status of each permission type is displayed, and if any permission types, where possible, may be added or removed. In addition, the reason for requesting permission or the reason for requesting the time conflict may be edited.

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

To discard any changes, click the **X** in the upper right hand corner of the window.

### **Cancelling a Request**

To withdraw all of the permissions requested for a course, click **Cancel Request** at the bottom of the page.

A message box will confirm the cancellation of the request. The instructor or administrator will no longer see or be able to act upon the permission request. If needed, the request can be submitted at a later time.