# Student: Permission Requests

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

   **Note:** This link will not appear when adding courses to the shopping cart. You will only see this link when you *validate* courses in your shopping cart.
3. Click **Request Permissions**.
4. A new window appears showing the needed permissions. The possible permission types are **Consent Required, Closed Class, Requisites Not Met**, **Time Conflict**, and **Career Restriction**.

   For an explanation of each permission type, see Permissions.

   Permissions that are required will be grayed out and cannot be unchecked.

   If a permission type is not needed, e.g., Requisites Not Met is suggested, but 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.
5. Enter a reason for requesting permission in the text box provided.
6. Click **Submit Request**.

**Other messages**

A message may display indicating that there is a hold on your record 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. For an explanation of each permission status, see Permissions.

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 permission request(s) will be displayed in the **Permission Type / Status** column Time conflict permissions may 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 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.

### Canceling 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.