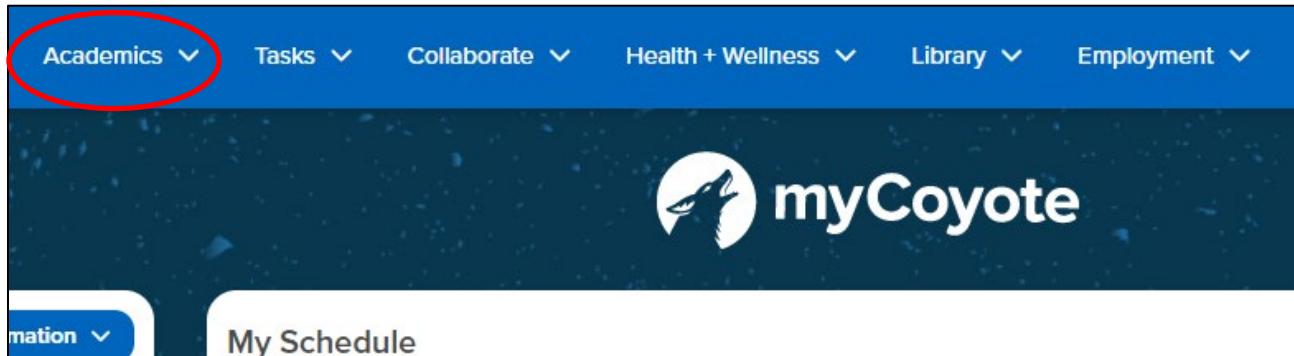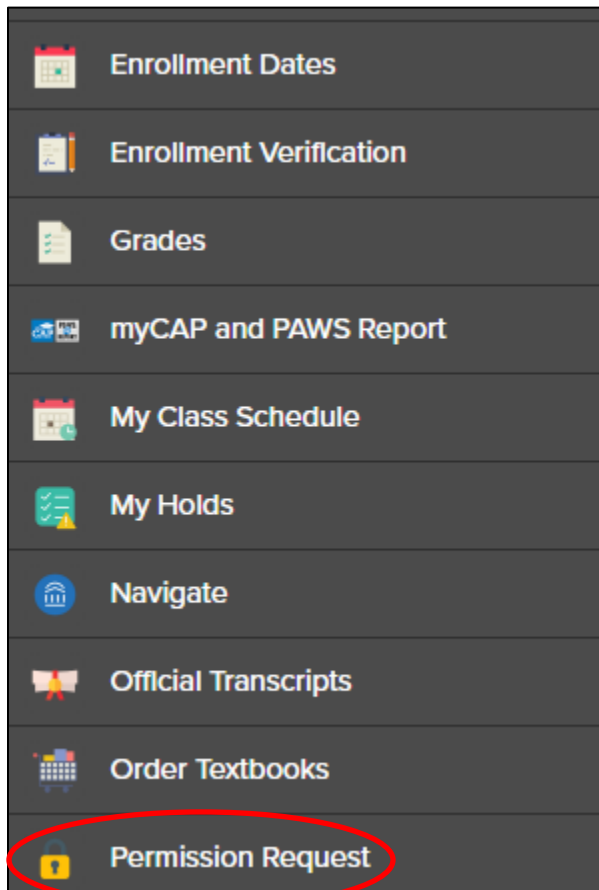# Enrollment: Permission Request (Add) "How To" Guide

Step 1: From the myCoyote Homepage, select the "My Academics" dropdown menu.

Step 2: Select the "Permission Request" option.

Step 3: Select the "Permission to Add" Tab. Then, select the "Create New Request" Icon to be directed to the next page. Select the term you wish.

Class Nbr (Number): Enter the 5 digit class number or select "Class Search" to search for a class.

If you are using **Internet Explorer**, the Class Search page content may not load properly. For the best display and functionality of all features, w
or Firefox.

Permission(s) to Request: Select the appropriate box or boxes for the type of permission you are requesting. For example, for "Class is Full" se
appropriate box or boxes for the type of permission you are requesting. For example, for "Class is Full" select the Closed Class box. You may se

Unit Overload: Available only beginning the 4th week of the open enrollment period.

Waitlisted Classes: Not available through this process until the waitlist period ends.

Justification: Provide the reason for your request. Please be specific to avoid delays in reviewing your request.

For **Adds After Census**, additional supporting documentation is required. (PDF format is recommended).

Empl ID	008349998
Career	UGRD
Term	Fall 2024
Class Nbr	[ ] **Class Search**

Step 4: Type the specific class number for the section you are searching for, then click the "Class Search" icon. Example:

Empl ID	008349998
Career	UGRD
Term	Fall 2024
Class Nbr	[80986] **Class Search**

Step 5: Select the corresponding reason for why you are seeking permission to add this class. Then, write a brief description of your rationale in the "Justification" textbox.

Class Nbr

ADMN 4900-64
LAB (80986)
Mo 5:30PM - 6:45PM
Jack Brown Hall 113
TBA
ONLINE
Permission(s) to Request

- [ ] Requisites
- [ ] Instructor/Dept Consent
- [ ] Closed Class
- [ ] Simultaneous Enrollment
- [ ] Unit Overload
- [ ] Swap A Class

Justification

Step 6: After reviewing all information, please click "Submit."

Step 8: Read the submission confirmation message. To submit another Permission Request and/or view submitted requests, select the "Return to Permission Request Summary" Icon. To return to your Student Center, select the "Return to Student Center" Icon.

Step 9: You can review the status of your submitted request(s) in the "Permission Request Summary" section. In addition, you will be notified (via Coyote E-Mail) if your request was "Denied" or "Approved".

Prior/Existing Requests		First ◀ 1 of 1 ▶ Last

Term Spring 2020   **Seq #** 1

View Request

Pending   View Request

ECON 311-80 SEM (40546)	Sa 1:00PM - 4:50PM Palm Dsrt Cmps-Rogers Gtwy 309

Pending   View Request

GSS 103-70 SEM (41289)	ONLINE

Note:

Pending: Drop After Census Request Pending Approval

Denied: Drop After Census Request Denied – View Details for Reason

Approved: Drop After Census Request Approved – Confirm withdrawal via Class Schedule