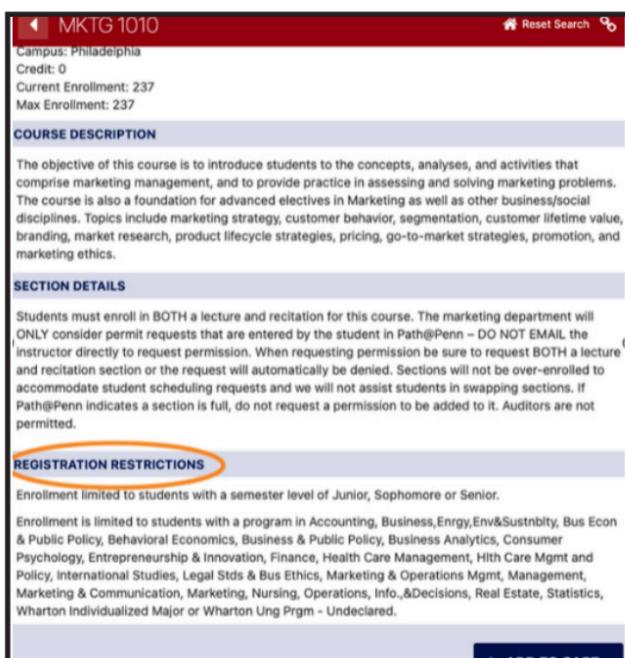


Enrollment Restrictions & Requesting Permission

If a course is open, but you are unable to request it, it may have an enrollment restriction OR require permission. Look for the “Registration Notes” or “Registration Restrictions” sections in the *Course Details* panel to determine if this is the case.

Enrollment Restrictions

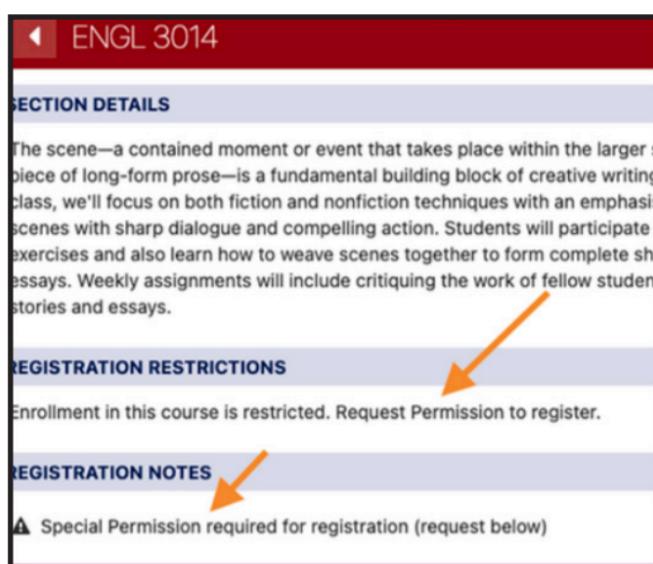
An enrollment restriction limits the course to students with particular majors/minors, class levels, or undergraduate schools. Here is an example to the right. If you do not fall into those categories, you are not eligible to take the class. You should **NOT** request permission. You should identify another **open** course that is available to you.



Permission Requests

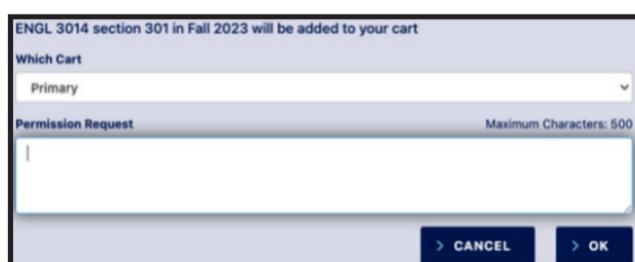
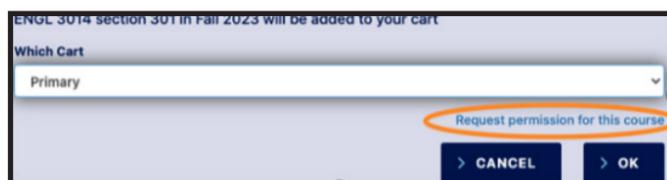
You might see in the “Registration Restrictions” and/or “Registration Notes” that the course requires permission as shown on the right:

IMPORTANT: Most courses do NOT require permission. You should **ONLY** request permission for a course that requires it. Do **NOT** request permission if it is not required.

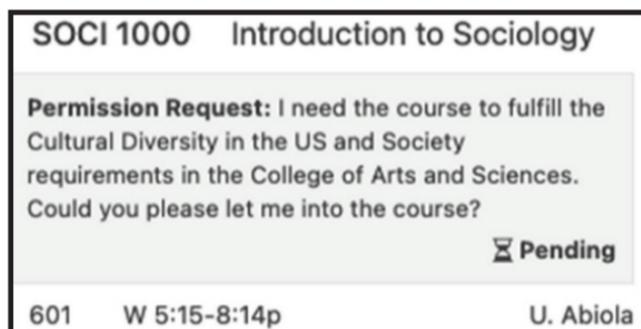


If permission is required, follow these steps:

1. Click on the course/section to display the *Course Details* panel.
2. Choose **Add to Cart**, then **Primary**.
3. Before clicking **OK**, click the blue “Request permission for this course.”
4. In the Permission Request box, enter a brief reason for your request and then click **OK** and **Save Changes** to submit.



5. You will then see an hourglass “pending” icon next to the permission request in your Primary Cart. This means it is being reviewed by the department.



6. If your permission is approved, you will receive an email notifying you. Return to your Primary Cart and click **Submit Schedule AND Submit Registration**. If there’s still an open seat in the course, you will then see a black check mark next to it in your Primary Cart indicating you have a confirmed seat in the course.



NOTE: having permission does not guarantee you a spot in a course.



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