

Registration Add Permission Instructions

Click the Permission to Add Course link in the Registration section of your Student Menu.



Select the Registration Term.

Enter the 5-digit CRN from the course search menu for the course you wish to add.

Enter the specific reason you are unable to add the course to inform the instructor and department.

Click "Submit Course Request"

Add Course Request

For courses that require special permission, such as instructor or departmental approval.

Term*

Instructions

This online form replaces the old Add/Drop paper form used by a student to ask special permission to register for a course.

If you are trying to register for a class that does not require special permission, you do not need to fill out this form. You can register for the course through the regular registration system.

CRN*

The Course Reference Number

Reason*

Please explain why you are requesting to add this class.

[Submit Course Request](#)

What can I expect?

When you use this form to ask special permission to add the course, the instructor will receive a notification to approve or deny. If it requires department approval, the department will approve or deny, and finally the Registrar's Office will approve or deny the request.

You will be notified via email when your request has been approved or denied.

I don't know the CRN?

If you don't know the CRN (course reference number), you can look it up under Browse Classes in the student registration system.

After clicking, you will be directed to your **My Course Requests** page.

Here you can track the status of your pending course requests.

My Course Requests	
MATH 1210 TST: Calculus I (Spring 2019) #301 Instructor: John Allred CRN: 12931 Term: 201910	Pending Requested: today
BIOL 1020 02: Human Biology (Spring 2019) #283 Instructor: Carrie Bucklin	Denied
Reason Denied Blah blah Denied by: Carrie Bucklin (instructor)	
CRN: 10310 Term: 201910	Requested: yesterday
BIOL 3230 01: Cadaver Practicum (Spring 2019) #282 Instructor: Mary Jo Tuttle CRN: 10393 Term: 201910	Pending Requested: yesterday
MUSC 4980 01: Student Teaching (Spring 2019) #281 Instructor: Thomas Herb	Denied
Reason Denied I don't think to ... Denied by: Thomas Herb (instructor)	
CRN: 11626 Term: 201910	Requested: yesterday
ENGL 3860 01: History & Theory of Rhetoric (Spring 2019) #241 Instructor: John Beik	Approved

If **APPROVED**, you will be added to the course and notified by email.

If **DENIED**, you will be notified by email from the instructor or Department Chair.