

Requesting Permission to Add a Course

- If you add a course to your Cart that requires permission, a pop-up window will appear at the top of the screen.
- If you would like to ask the instructor for permission to add the course, select the Request Permission button in the pop-up window.
- A larger window with a Comment section will appear.
- Type your request in the Comment section of the window. Be sure to include details as to why you feel you are prepared to take the course. Please note, **not all requests will be approved** and you may be asked to meet with the instructor in person to discuss your qualifications.
- Once you are satisfied with your request, select the Send Request button at the bottom of the window. Be patient, it may take a few seconds for this to process.
- The instructor will receive a notification containing your comments. At that point, they have the option to approve or deny your request. Remember, you must have authorization from your advisor and your registration window must be open before the course can be added to your schedule.
- To register for an approved course when your portal opens or the portal opens to all students to make schedule changes:
 - Click on the Registration tab.
 - Select Traditional Courses from the menu line located beneath the tab.
 - Click Next at the bottom of your screen. You will need to click the Next button three times in order to register.