Spring 2021 Permissions and Registration Guide

Class Permissions

Closed Class
  To override a closed class

Requisites Not Met
  To override the Requisites Not Met error (Requisites include courses completed with a specific grade; a specific CPP stack; or a specific academic level such as Freshman, Sophomore, Junior, Pre-Junior, Senior.)

Consent Required
  For Instructor Consent or Department Consent

Career Restriction
  Not configured for UC; do not use

Permission Time Period
  To use when open registration has ended
  
  Full Session Classes
    January 18–April 21 (update expiration date starting April 3)
  
  First Half Session Classes
    January 15–February 22 (update expiration date starting February 19)
  
  Second Half Session Classes
    March 5–April 16 (update expiration date starting April 9)

When Add/Drop Forms Are Required

When in doubt, check the Registration How to Guide!

- Time conflicts
- Credit hour changes (after online registration has closed)
- Section changes (after drop deadline)
- Career changes (UGRD class to GRAD class/GRAD class to UGRD class)
- Re-enrolling when a student has received a WT or W
- Late withdrawals (past the last day to withdraw for the term)
- Flex session late add/withdrawals
- Adds after the term has ended (must be accompanied by a Change of Grade form which cannot come from the student)

Add/Drop Form Signatures

Full Session Classes

- Instructor signature required for late transactions: January 18–25
- Instructor and class offering college signatures required for late registrations: January 26 and later
- Instructor and student home college signatures required for late withdrawals: April 3 and later

First Half Session Classes

- Instructor signature required for late transactions: January 15–17
- Instructor and class offering college signatures required for late registrations: January 18 and later
- Instructor and student home college signatures required for late withdrawals: February 20 and later

Second Half Session Classes

- Instructor signature required for late transactions: March 7–9
- Instructor and class offering college signatures required for late registrations: March 10 and later
- Instructor and student home college signatures required for late withdrawals: April 10 and later