OFFICE OF UNDERGRADUATE ADVISING
25800 CARLOS BEE BLVD., HAYWARD, CA 94542
VBT 129 EMAIL: CBEADVISING@CSUEASTBAY.EDU
PHONE: (510) 885-3323 FAX: (510) 885-2054

REQUEST FOR INSTRUCTOR PERMISSION FORM

Spring 2019 - Instructor and department permission is required by the University from January 29th-February 4th. Permission numbers will be provided beginning Tuesday, January 29th at 8am. For forms or email approvals that are submitted before January 29th, permission numbers will be sent via email to a student’s Cal State East Bay Horizon email address on January 29th at 8am.

FORMS RECEIVED AFTER 4:45 PM ON MONDAY, FEBRUARY 4TH WILL NOT BE ACCEPTED

Student Instructions:
1. In-person, obtain your instructor’s signature on this form OR obtain an email from your instructor (‘csueastbay.edu’ email ONLY) stating they approve of your request to be added. The email must include your name, net id, and all the correct course information. The department, course number, and section number must be accurately listed.
2. Submit the form or email within the dates listed to the CBE Office of Undergraduate Advising in person, by fax, or email.
3. Use the permission number provided to you to enroll yourself into an OPEN course on MyCSUEB.

I hereby approve the late add/enrollment request for the following student:

Student Net ID:  
(ex. ab1234)  
Course:  

(Must include dept., course & section number. Example: BUS 330-01)  

Student Name:  

Term: Spring 2019

Instructor’s Printed Name

Instructor’s Signature and Date

INSTRUCTOR PERMISSION IS NOT A GUARANTEE OF ENROLLMENT INTO A COURSE. PERMISSION NUMBERS ONLY ALLOW STUDENTS TO ENROLL INTO AN OPEN COURSE.

IMPORTANT INFORMATION

This form and procedure is only valid for the College of Business & Economics(CBE) undergraduate courses offered through the main University. For non-CBE courses, please contact their respective departments for more information.

1. It is the student’s responsibility to ensure that the course information and instructor are correct prior to submission.
2. Permission numbers will never increase the size of a class. Once a permission number is used, it is no longer valid.
3. Prerequisites for courses will be strictly enforced, regardless of instructor permission.
4. Permission numbers are course and section specific.
5. Open classes are designated by a green circle “ ●” on MyCSUEB.
6. Full or closed classes are designated by a blue square “ □” on MyCSUEB.
7. MyCSUEB shows real-time enrollment data and it is the student’s responsibility to monitor space availability.
8. If you lose your unused permission number(s) please contact the CBE Office of Undergraduate Advising.
9. Students who receive the wrong number due to providing an incorrect course and/or section number will be required to obtain instructor consent again before a new number is issued.