



REQUEST FOR INSTRUCTOR PERMISSION FORM

FALL 2019 - Instructor and department permission is required by the University from August 27th-September 3rd.

Permission numbers will be provided beginning Monday, August 26th at 8 AM.

Forms or email approvals can be submitted beginning August 19th, but permission numbers will not be sent until Monday, August 26th. Permission numbers will only be sent to a student's CSUEB Horizon email address.

FORMS RECEIVED AFTER 5:00 PM ON TUESDAY, SEPT 3RD 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 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: Fall 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 OPEN COURSES.**

IMPORTANT INFORMATION

This form and procedure is only valid for the College of Business & Economics(CBE) undergraduate courses offered through the main University. University Extension courses are not managed by this office. Extension courses end in: 15SS, 20SS, 21SS, 22SS.

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 Once a permission number is used, it is no longer valid.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.