REQUEST FOR INSTRUCTOR PERMISSION FORM

Fall 2017 - Instructor and department permission is required by the University from September 27th - October 3rd. Permission numbers will be provided beginning Wednesday, September 27th at 8am. For forms or web approvals that are submitted before September 27th, permission numbers will be sent via email to a student's Cal State East Bay Horizon email address on September 27th at 8am.

FORMS RECEIVED AFTER 4:45 PM ON TUESDAY, OCTOBER 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 (via their 'csueastbay.edu' email) that states they approve of your request to add. 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: ________________________________  Course: ________________________________
(ex. ab1234)  (Must include dept., course & section number. Example: MGMT 3620-01)

Student Name: ________________________________  Term: Fall 2017

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 Once a permission number is used, it is no longer valid.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 the following courses will be strictly enforced, regardless of instructor permission:
   - ACCT 3211, 3212, 3213, 4211; ECON 3551; MGMT 4650; MKTG 3495
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.
10. The automated wait list does not run from 9/27-10/3. Please remove yourself to avoid any registration problems.