

Guidelines for Receiving Permission Numbers for CLS Courses – Fall 2022

It's almost time for registration on April 18th!

As you know, **every CLS course requires a Permission Number for registration**. Here is an essential guideline to successfully retrieve Permission Numbers for enrollment in CLS courses only. It's crucial to adhere to the following instructions, or your request will be denied, and you must resubmit it.

The following are steps to obtain the CLS course Permission Numbers:

1. Every student has a unique **Registration Date and Time**. You can check your specific day and time by looking at the right side of your Student Center under "Enrollment Dates" (I have attached a guide). Do not take any action until you know the day you can register.
2. **On your enrollment date/time**, send Angel Valdez (avaldez62@csudh.edu) an email with the following information:

- **Student Name:**
- **Student ID #:**
- **Class Standing** (e.g., Sophomore, Junior, Senior, PostBacc):
- **CLS Course and section number** (e.g., CLS 301-02):

**You can include all CLS Permission # requests in the same email.*

3. In 1-3 business days, you will receive a Permission # from Angel Valdez. **Use the permission number(s) to register immediately** as your seat is not reserved. Otherwise, permission numbers will expire, and you will lose your spot.

IMPORTANT THINGS TO AVOID:

- **Do not take any action until you know the day you can register**
- **Do not send multiple emails** as this will delay your request
- **Do not delay your request** as courses can fill up quickly
- **If you email before your registration opens, your request will be denied.** I will skip your request if you send it at 8:59 am when your time is at 9:00 am; to avoid this, I recommend setting up a scheduled email for your date/time
- **I do not give out Biology and Chemistry course Permission Numbers;** if you cannot enroll into the courses, you must email biology@csudh.edu for BIO and class instructors for CHE (refer to the guide attached)