

## Waiting and Permission Number Information

### WAIT LISTS

Waitlists are created during registration when a class reaches its enrollment cap. Once a waitlist has formed, students cannot add into the class, they can only be added to the waitlist. Students are not officially enrolled in the class until they have been moved from the waitlist into the class. If students are moved from the waitlist into a class, it is the student's responsibility to drop the class (as with any other class) if they decide not to attend. Failure to do so will result in a "WU" grade on their record which will lower their grade point average.

Students will be allowed to place themselves on waitlists until the first day of classes. Waitlists will be updated nightly during this time. Students who are not added to classes from the waitlist before the first day of classes will be purged from the waitlist and will need to obtain a Late Registration Permission Number from the instructor in order to add the class.

### PERMISSION NUMBERS & LATE REGISTRATION PERMISSION NUMBERS

During registration instructors may issue a Permission Number to a student to override common registration errors such as pre-requisite and co-requisite errors and also to allow students to register for courses that require department consent.

In order to register during late registration, students must request a Late Registration Permission Number from the instructor. Late Registration Permission Numbers override the same common registration errors Permission Numbers override but also allow students to register for courses that are closed.

Students can add a course using Permission Numbers and Late Registration Permission Numbers via My.CSUDH.edu.

Students who have a time conflict or course enrollment limit will need to use the Change of Program form and obtain the appropriate signatures in addition to the Late Registration Permission Number. Students are to bring all documentation to the Office of Admissions and Records, Welch Hall C290 for processing.

### NEGATIVE SERVICE INDICATORS

Certain service indicators restrict a student's ability to add or drop courses. Students with negative Service Indicators must remove the negative Service Indicators before they can use a permission number. If a student is assigned a permission number before a negative Service Indicator is removed, they will be able to use the same permission number once the service indicator is resolved.

	Adds	Drops	Waitlist	Permission Numbers
Registration (Before the first day of classes)	Without Permission	Without Permission	Yes	For Pre-Requisite, Co-Requisites, and Department Consent
Late Registration (Weeks 1-3)	With Permission	With Permission	No	For Pre-Requisite, Co-Requisites, Department Consent, and Course Closed
Serious & Compelling Reason (Weeks 4-12)	Petition Required	Petition Required	No	No
Serious Accident & Injury (Weeks 13-15)	Petition Required	Petition Required	No	No