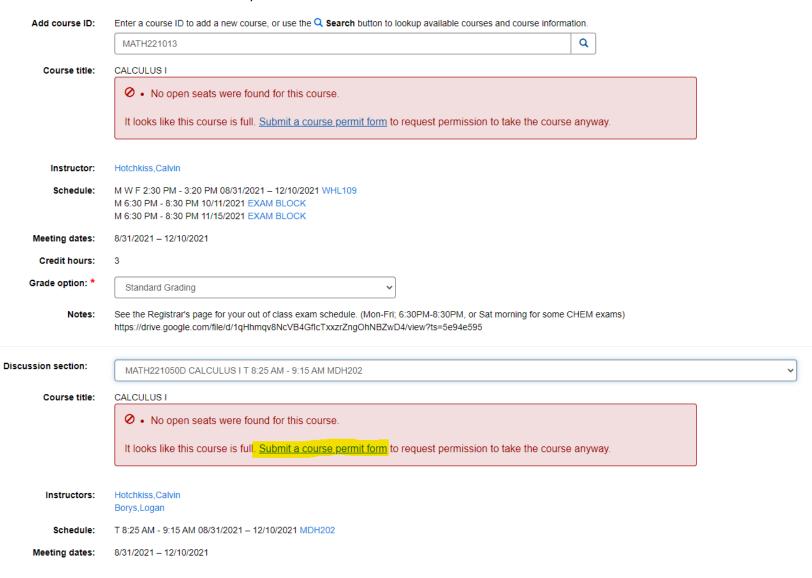# WebReg Course Permit Submission Instructions

Prior to the end of drop/add forms must be submitted in WebReg. Students may submit a course permit form following the steps below.

Please note that the form cannot be submitted via the Swap function. It must be submitted by looking up the course as if adding a new course.

1. Look up the course under Add Course ID (If a course has a discussion or lab section students must click the link for the form from that enrollment component - the discussion or lab)

Add course ID:	Enter a course ID to add a new course, or use the 🔍 **Search** button to lookup available courses and course information.
	MATH221013 🔍
Course title:	CALCULUS I

> ⊘ • No open seats were found for this course.
>
> It looks like this course is full. Submit a course permit form to request permission to take the course anyway.

Instructor:	Hotchkiss,Calvin
Schedule:	M W F 2:30 PM - 3:20 PM 08/31/2021 – 12/10/2021 WHL109
	M 6:30 PM - 8:30 PM 10/11/2021 EXAM BLOCK
	M 6:30 PM - 8:30 PM 11/15/2021 EXAM BLOCK
Meeting dates:	8/31/2021 – 12/10/2021
Credit hours:	3
Grade option: *	Standard Grading ⌄
Notes:	See the Registrar's page for your out of class exam schedule. (Mon-Fri; 6:30PM-8:30PM, or Sat morning for some CHEM exams) https://drive.google.com/file/d/1qHhmqv8NcVB4GfIcTxxzrZngOhNBZwD4/view?ts=5e94e595

Discussion section:	MATH221050D CALCULUS I T 8:25 AM - 9:15 AM MDH202 ⌄
Course title:	CALCULUS I

> ⊘ • No open seats were found for this course.
>
> It looks like this course is full. Submit a course permit form to request permission to take the course anyway.

Instructors:	Hotchkiss,Calvin
	Borys,Logan
Schedule:	T 8:25 AM - 9:15 AM 08/31/2021 – 12/10/2021 MDH202
Meeting dates:	8/31/2021 – 12/10/2021

2. Click the Submit a course permit form link - this will open a justification field below the course information and students may need to scroll down to see it

3. Fill out the justification field and then **click outside of that field** (the Submit button will remain greyed out until students click outside the justification field)

Course permit justification for MATH221050D: *	Complete the field below to submit a request for permission to take the course (and any related sections) above, and then click the "Submit permit request" button below.

Submit permit request   Cancel

4. Click Submit permit request