# Guidelines for Receiving Permission Numbers for CLS Courses – Fall 2024

**Steps to obtain CLS course Permission Numbers**: All CLS courses require a Permission Number!

**#1** — Every student has a unique **Enrollment Date** and **Time**. You can find your specific day and time on the right side of your Student Center under "Enrollment Dates" and select "Details" (I have attached a guide). **Do not take any action until you know the day & time you can register.**

**#2** — **On your enrollment date & time**, send Angel Valdez ([avaldez62@csudh.edu](mailto:avaldez62@csudh.edu)) an email *from your Toromail* with the following information (<u>do not respond to this email</u>):

**Greet me and let me know you are requesting a Permission Number!**

- ➢ **Full Name**:
- ➢ **Student ID #**:
- ➢ **Class Standing** (e.g., Junior, Senior):
- ➢ **CLS Course(s) and <u>section number(s)</u>** (e.g., CLS 301-<u>02</u>):
    - ○ **Note**: Permission numbers are for **lecture** sections only. You can then **select the lab you want**.
    - ○ **Backup Class**: You can request **any** backup options IF needed in the case the course(s) you request are waitlisted/full by the time I get to you; but you will only receive a permission number for **1** of the backup options.
- ➢ **When is your enrollment date & time?** (e.g., April 19th at 9am):

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

**#3** — In 1-3 business days, you will receive a Permission Number from Angel Valdez **if you are eligible to take the course(s)**. If 3 business days exceed, follow up on the initial email request or visit my drop-in hours. **Use the permission number(s) to enroll immediately** as your seat is not reserved, and you can lose your spot. A permission number will not bypass a waitlist if a class is full; you will simply be put onto the waitlist. I respond to emails in the order they were **received**.

**IMPORTANT THINGS TO AVOID**:

- ▪ <u>**Do not take any action until you know the day/time you can enroll**</u>
- ▪ **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 enrollment opens, your request will be denied.** i.e., I will skip your request if you send it at 8:59 am when your enrollment time is at 9:00 am; to avoid this, I recommend setting up a scheduled email for your date & time
- ▪ **Permission Numbers can only be used once.** If you are trying to switch a lecture/lab section, you will need to drop the entire course and request a new permission number, in which you would lose your original seat or waitlist position
- ▪ **I do not give out Biology and Chemistry course permission numbers** (refer to the guide attached)**;** if you cannot enroll into the courses, you must email [biology@csudh.edu](mailto:biology@csudh.edu) for BIO courses and [class instructors](#) for CHE courses. If CHE instructors are "TBA", contact the Chemistry Department.