

## INSTRUCTIONS – Spring 2019 TVF Permits to Add

To request a Permit to Add for TVF Spring 2019 courses, provide all the following information:

NAME:

CIN:

REGISTRATION DATE:

- DESIRED COURSE NUMBER (JOUR 3910), SECTION (.01), TITLE (UNIVERSITY TIMES)
- LIST THE PREREQUISITES THAT **GET** STATES YOU HAVE NOT MET AND EXPLAIN WHEN, WHERE & WITH WHAT COURSE YOU BELIEVE YOU FULFILLED EACH PREREQUISITE
- HAVE YOU APPLIED FOR GRADUATION?
- AFTER ALL INFORMATION YOU PROVIDE IS CONFIRMED AND AS LONG AS ALL COURSE PREREQUISITES HAVE BEEN COMPLETED, YOU WILL BE NOTIFIED THAT A PERMIT TO ADD HAS BEEN ISSUED
- WITHIN 48 WORK DAY HOURS AFTER SENDING YOUR REQUEST, YOU WILL BE NOTIFIED ON THE STATUS OF YOUR PERMIT REQUEST,

### EXAMPLE

Rosa Flores  
123456789  
11/7/18

Jour 3910.01 Lecture & Jour 3910-02 Activity  
University Times  
Prerequisites:  
Jour 2920 which I am taking at Santa Monica College this semester.

TVF 3000.04 Lecture & TVF 3000-06 Activity  
Writing and Media Ethics  
Prerequisites:  
upper division standing (I think I am)  
TVF1000 which I took

TVF4200.01  
Media Law  
Prerequisites:  
TVF1000 which I took  
OR instructor consent

Yes, I have applied for Spring 2019 graduation