

Class Permission Requests

Directions: For courses that require department or instructor consent, request approval before enrolling. Follow the instructions below for the department offering your course.

Department	Contact	Instructions
Arts and Letters (AL)	Leticia Ramirez lr Ramirez@calstatela.edu	Provide Name, CIN, and course number/section number (e.g., AL 1010-01). Receive email in 1-2 business days. Follow up if no response in 3 days.
Art (ART)	Angie Cota acota12@calstatela.edu	Provide Name, CIN, and course number/section number (e.g., ART 4920-03), and reason for permit. Indicate completion or pending of prerequisites. For "supervision courses," (ART 4950, ART 4990 etc.) be sure the course is on your degree plan, then download and fill out the corresponding form. Art Department Request – Forms require agreement from a faculty member who is willing to serve as your supervisor. Email the form to Angie Cota, who will get electronic signatures and assign a permit. Expect email within 3 days. Follow up if no response in 3 days. To add a full section, you must sign up for the wait list on GET, attend the class, and email the instructor to inform them of your intent to add course. Wait lists are automated in GET and instructors cannot add you in their courses.

Department	Contact	Instructions
Communication (COMM)	Yen Hua-Nguyen yen.hua2@calstatela.edu & Sthepania Recinos smarti305@calstatela.edu	Include Name, CIN, course number/section number (e.g., COMM 3000-01), registration date, email address. Indicate completion of prerequisites. Receive email in 3 business days. Follow up if no response.
English (ENGL)	Jenise Vargas jvarga248@calstatela.edu Sthepania Recinos smarti305@calstatela.edu	Complete and submit the permit request form: English Permit Form . Receive an email within 3 business days regarding the status of the permit request.
Liberal Studies (LBS)	Lizette Rivera LiberalStudies@calstatela.edu	Provide CIN and course number/section number (e.g., LBS 4890-01). Receive email within 1 business day.
Modern Languages and Literatures (MLL)	Moses You myou7@calstatela.edu	Include Name, CIN, course number/section number (e.g., SPAN 1001-03), and reason for permit. Expect email within 1-2 business days with confirmation and expiration.
Music (MUS)	N/A	Complete and Submit the Music Permit Form 2026 on the Department of Music Canvas page.

	Lizette Rivera	Include Name, CIN, and course number/section number (e.g., PHIL 4990-01).
Philosophy (PHIL)	LiberalStudies@calstatela.edu	Receive email within 3 business days.

Department	Contact	Instructions
Television, Film, and Media Studies (TVF / JOUR)	Eliel Beltran ebeltr37@calstatela.edu	<p>Complete and submit the permit request form:</p> <ul style="list-style-type: none"> • Fall 2026 Permit Request <p>Receive an email within 3 business days regarding the status of the permit request. If no response within 4 business days, please contact, Eliel Beltran Please do not resubmit your permit request in the TVFM Permit Form, as this will delay your permit.</p>
Theatre and Dance (TA / DANC)	TAD@calstatela.edu	<p>Email with name, CIN, and course number/section number (e.g., TA 3900-01) for desired classes.</p> <p>For courses like TA 4100, enrollment is by audition only. Students cast in TAD productions will be issued a permit.</p> <p>Expect email within 3 business days. Follow up if no response.</p>

Dr. Alejandra Marchevsky
WGSS@calstatela.edu

**Women's, Gender, and
Sexuality Studies
(WGSS)**

Email full name, CIN #, and course number/section number (e.g., WGSS 2000-03).

WGSS courses with pre-requisites: To enroll in WGSS 3000, a student must have completed WGSS 2000. To enroll in WGSS 4000, a student must have completed WGSS 3000. Permits to enroll in WGSS 3000 and 4000 will be approved infrequently under special circumstances.

Graduate students may enroll in WGSS 4000 without the prerequisite.

For closed sections, sign up for the waitlist on GET and contact the instructor after the semester begins.