

Registration Permit Guide

Determining Your Need for a Permit Check for these designations: *Department Consent Required, Senior Standing, Upper Division Standing, and/or Instructor Consent Required*. If you're unable to enroll and don't see these designations, check the common error messages in the registration guide.

Department Permit Request Process: Contact the designated representative for each department via email and follow the instructions, or alternatively, complete the department forms linked below.

| 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 here . 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 & | 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. |
| | Sthepania Martinez smarti305@calstatela.edu | Note: COMM 1100 sec. 12 and 55 is for the FYRE program, with 12 students enrolling by permit. It will remain open and capped at 15 for other students to register without a permit. |
| English (ENGL) | N/A | Complete and submit the permit request form: English Permit Form . <i>Receive an email within 3 business days regarding the status of the permit request.</i> |
| 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 Fall 2025 on the Department of Music Canvas page. |

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|-------------------|-----|---|
| Philosophy (PHIL) | TBD | <p>Include Name, CIN, and course number/section number (e.g., PHIL 4990-01).</p> <p>Receive email within 3 business days.</p> |
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| 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"> • Summer 2025 Permit Request • Fall 2025 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> |

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

Dr. Alejandra Marchevsky

WGSS@calstatela.edu

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.