

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)	Prof. Jimmy Moss jmoss2@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 Jimmy Moss, 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 and email the instructor to inform them of your intent to add course.

Department	Contact	Instructions
Communication (COMM)	Yen Hua-Nguyen yen.hua2@calstatela.edu & Sthepania Martinez 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. Note: COMM 1100, sections 10 and 22 are both reserved for students in the FYrE program.
English (ENGL)	Laura Espinoza lespin72@calstatela.edu	Include Name, CIN, course number/section number (e.g., ENGL 4920-01). Note: ENGL 1010-47, 50 & 57 is reserved for students in the FYrE & EEP Programs only. Receive email in 1-2 business days. Follow up if no response in 3 days.
Liberal Studies (LBS)	Lizette Rivera lrivera@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 2024 Semester) on the Department of Music Canvas page.

Philosophy (PHIL)	Geaquari Carlisle gcarlis2@calstatela.edu	Include Name, CIN, and course number/section number (e.g., PHIL 4990-01). Receive email within 3 business days.
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Department	Contact	Instructions
Television, Film, and Media Studies (TVF / JOUR)	N/A	<p>Complete and submit the TVFM Fall 2024 Permit Form with section numbers.</p> <p>Receive an email within 3 business days regarding the status of the permit request. If no response within 4 business days, please email TVFilm@calstatela.edu. Please do not resubmit your permit request in the TVFM Permit Form, as this will delay your permit.</p> <p>Please refer questions to Dr. Kristiina Hackel (khackel@calstatela.edu) and include your CIN!</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>

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.

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

Dr. Alejandra Marchevsky
amarche@calstatela.edu