

# STEPS FOR REGISTRATION

## College of Arts & Letters

1

### Pay your tuition & fees.

- Go to Student Financial Services  
Or
- Check your financial aid eligibility on GET

2

### View your Enrollment Appointment.

- Log onto your GET Student Center to view your Enrollment Appointment. Click on the details link for the date and time of your appointment to register for classes. For a step-by-step guide, [click here](#)

3

### Clear any holds.

- Clear any holds you may have by contacting the department that placed the hold prior to registering for classes. Remember that all students must complete the "NOT ANYMORE" training.


4

### Check your ACADEMIC REQUIREMENTS and/or review your DEGREE PLANNER

- In the GET Student Center dropdown menu, select "Academic Requirements"
-  Watch our Degree Planner tutorial: [Click Here](#)

5

### Select your classes

- Use the Schedule Planner located in the GET Student Center! It will help you create a class schedule specific to your needs and you can upload it straight to your GET Shopping Cart.
-  Watch our Schedule Planner tutorial\*: [Click Here](#)
- Check to see if you need to request add permits for courses by viewing the "Add Permits in the College of Arts and Letters" section of this registration guide.

\*Recent enhancements to Schedule Planner make it, even easier for students to upload their schedules to the GET Shopping Cart.

6

### Register!

- Enroll for your classes through your GET Student Center!
- If you receive any error messages when you try to enroll, view the "Common Registration Error messages" and/or "Add Permits in the College of Arts and Letters" sections in this registration guide.

# REGISTRATION TIPS

## HOW TO CHECK ENROLLMENT DATE



Academics

[My Class Schedule](#)  
[Shopping Cart](#)  
[Degree Planner](#)

other academic...

[Schedule Planner](#)  
[Order Textbooks Online](#)

Deadlines URL

Class	Schedule
ENGL 1010-73 SEM (97693)	MoWeFr 8:00AM - 8:50AM MUS 220
HIST 2010-09 LEC (93904)	TuTh 12:15PM - 1:30PM KH LH2
KIN 1500-09 LEC (93330)	MoWe 1:00PM - 1:50PM HDFC 242
KIN 1500-10 LAB (93331)	MoWe 2:00PM - 2:50PM HDFC 242
MATH 1082-29 LEC (97947)	MoWeFr 10:00AM - 10:50AM SH 267
MATH 1082-30 LAB (97948)	MoWeFr 10:55AM - 11:45AM SH 267
MUS 1500-01 LEC (90560)	MoWeFr 9:00AM - 9:50AM MUS 149

[Weekly Schedule](#)

Communication Center  
[Go To Communication Center](#)

Holds  
No Holds.

To Do List  
No To Do's.

Enrollment Dates  
[Open Enrollment Dates](#)

Check your assigned enrollment date in your Student Center!



Advisor Center

[My Advises](#) | [Student Center](#) | [General Info](#) | [Transfer Credit](#) | [Academics](#)

### Enrollment Dates

To view appointments and enrollment dates for another term, select the term and select Change.

Spring Semester 2019 | Undergraduate | Cal State University, L.A.

[Change Term](#)

Shopping Cart Appointments		
Session	Appointment Begins	Appointment Ends
Regular Academic Session	October 8, 2018 8:00AM	February 5, 2019 11:59PM

Enrollment Appointments		
Session	Appointment Begins	Appointment Ends
Regular Academic	November 6, 2018	February 5, 2019

Select the term you are enrolling for.

This is the date you can start planning and adding courses to your shopping cart.

This is the date you can enroll. (Note: every student will have their own specific time and date.)

## SIMPLE WAYS TO SEARCH FOR GE'S



Enter Search Criteria

Search for Classes

Institution  Term

Select at least 2 search criteria. Select Search to view your search results.

Class Search

Subject

Course Number  is exactly

Course Career

☒ Show Open Classes Only

Session

Additional Search Criteria

Meeting Start Time  greater than or equal to

Meeting End Time  less than or equal to

Days of Week  include only these days

☐ Mon ☐ Tues ☐ Wed ☐ Thurs ☐ Fri ☐ Sat ☐ Sun

Instructor Last Name  begins with

Class Nbr  ?

Course Keyword  ?

Minimum Units  greater than or equal to

Maximum Units  less than or equal to

Course Component

Mode of Instruction

Location

Course Attribute

Course Attribute Value

Select the "Addition Search Criteria" drop down menu

Select "General Education"

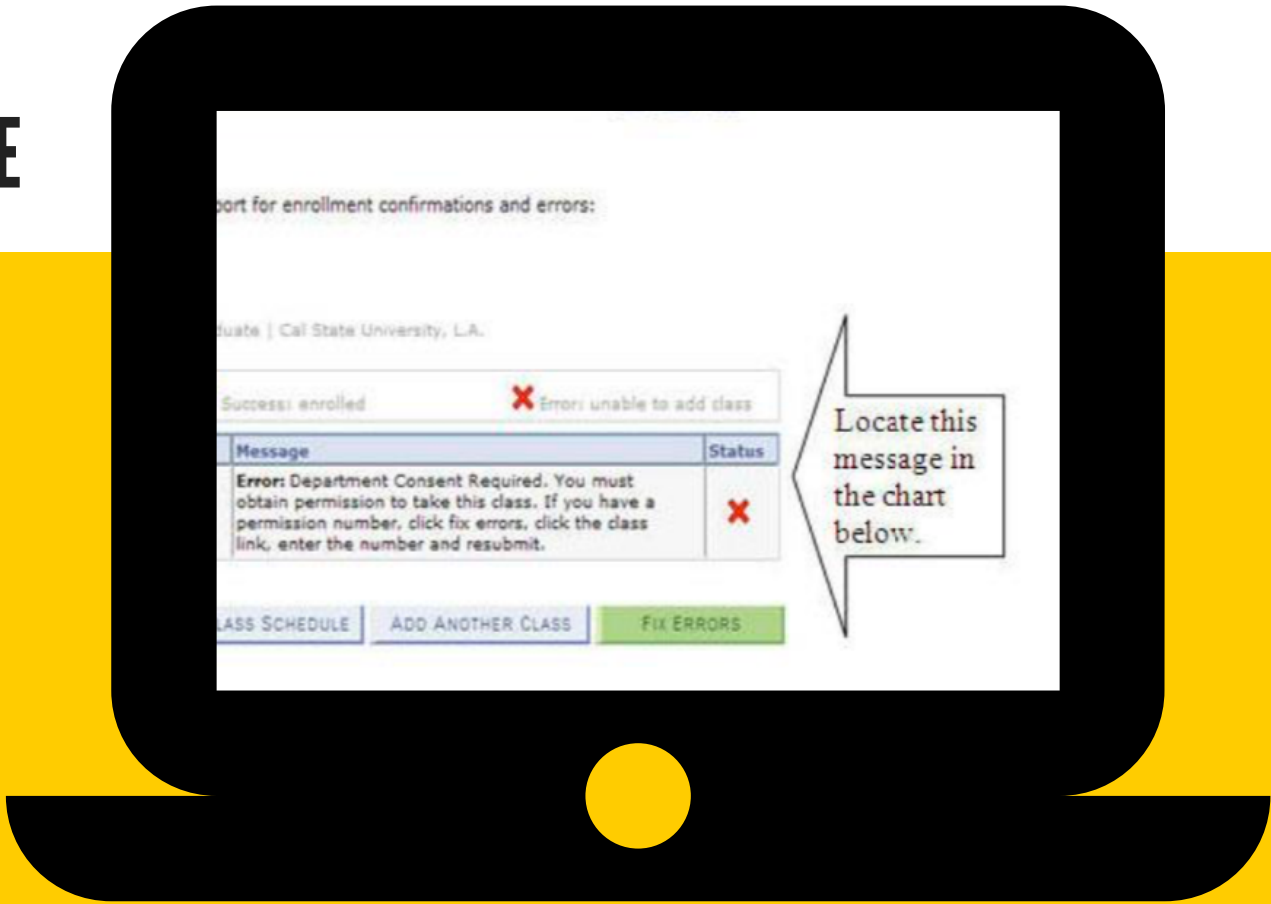
Select the GE area you wish to choose classes from





# COMMON REGISTRATION ERROR MESSAGES RECEIVED ON THE GET SYSTEM

IF YOU RECEIVE AN ERROR MESSAGE



USING THE CHART SHOWN BELOW YOU WILL BE ABLE TO LOCATE THE "ERROR" MESSAGE, THE DESCRIPTION OF THE "ERROR" MESSAGE, WHAT IT MEANS AND WHAT YOU SHOULD DO TO RESOLVE THE ERROR.

Error Message	What it Means	What a student can Do
Department Consent needed to Enroll in Class, add not processed	The department has restricted enrollment in this course to only those students who have department permission to register.	If you meet the criteria for enrollment in the course, you may contact the department to obtain an electronic permit to enroll. Only the department offering the course may issue a permit.
Hold on record, Add not processed	There is a registration hold on your record preventing your from enrolling in classes.	You can view holds by logging into GET, selecting "Campus Personal Information" and then "Holds." You must contact the department that has placed the hold on your record in order to waive or clear the hold in order to have the ability to register
Multiple Enrollment not allowed for course, add not processed	You are already enrolled in another section of the same course.	You are permitted to be enrolled in only one section of a course per semester. If you would like to retake a course, you may enroll in that course in a subsequent semester. Please be advised that re-enrollment in a course previously taken may be subject to the Course Repeat Policy. Contact your department for more information.
Not Enrolled, class full	The class has reached its enrollment capacity. Additional students are not permitted to enroll at this time	You may select another section (if available) or add to the waitlist (if available) or attend class on the first day. (*At the discretion of the professor, students who attend the first class meeting may be given permission to enroll if previously enrolled students fail to attend)
Tuition and fees payment error or you exceeded the number of units approved for registration.	This error message can mean one of two things: (1) There is a fee discrepancy (meaning your fees have not yet posted to your account) or (2) You are attempting to enroll in more units than the maximum amount allowed, which is 18 units for undergraduate students and 16 units for graduate students.	(1) Tuition and fees must be paid 3 working days prior to your registration date. If your fees have not yet posted to your account, you will not be permitted to register. Contact the Cashier's Office if you believe there is a fee payment discrepancy. (2) A student who wishes to take more units than the maximum allowed may obtain an "Overload Petition" from their department, and then email that memo to Records: <a href="mailto:records@calstatela.edu">records@calstatela.edu</a>
Requisites not met for Class, not enrolled	This class has been limited by the department to allow only those students to enroll who have met specific criteria.	If you believe you have met the necessary criteria to enroll in a class but are still receiving this message, you may contact the department for a permit to override the listed prerequisites
Time Scheduling Conflict for class "12345" and "23456", not enrolled	A scheduling conflict exists with a class the student is currently enrolled in.	You may select another section that does not overlap, OR a time conflict memo with instructor consent may be submitted to Records: <a href="mailto:records@calstatela.edu">records@calstatela.edu</a>



# COLLEGE OF ARTS & LETTERS ADVISEMENT CENTER

## Permit Guide - College of Arts & Letters

### How do I know if I need to request a permit?

Once you load your selected class schedule to the GET Shopping Cart, click on the course and view the enrollment section. You will need to request a permit from the department offering the course if you see any of the designations below:

- Department Consent Required
- Senior standing
- Upper division standing
- Instructor Consent Required

Students who are unable to enroll in a course, but do not see any of the designations listed above, should consult the common error messages in our step-by-step registration guide.

Department	Permit Request Process
AL (Arts and Letters)	<ul style="list-style-type: none"><li>• <b>Contact:</b> Email Leticia Ramirez <a href="mailto:lr Ramirez@calstatela.edu">lr Ramirez@calstatela.edu</a></li><li>• <b>Process:</b> For each course that you wish to add, please include your Name, CIN, and course number / section number (i.e. AL 1010-01).</li><li>• <b>Estimated timeline:</b> You should receive an email in approximately 1-2 business days. If you have not received an email back in 3 business days, please send an email to Leticia.</li></ul>

## Art (ART)

- **Contact:** Prof. Jimmy Moss [jmoss2@calstatela.edu](mailto:jmoss2@calstatela.edu)
- **Process:**
  - **For each course that you wish to add, include:** Student Name, CIN, course number / section number (i.e. ART 4920-03), and the reason for requesting the permit. Don't forget your CIN!
    - Please also indicate if you have completed or are currently enrolled in the prerequisites of the course(s).
  - To enroll in a "supervision course" (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.
  - 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.
- **Estimated timeline:** You should receive an email from Jimmy within 3 business days. Please send a follow-up email to Jimmy if you have not received a response after 3 business days.

## Communication Studies (COMM)

- **Contact:** Email Yen Hua-Nguyen ([yen.hua2@calstatela.edu](mailto:yen.hua2@calstatela.edu)) and email Sthepania Martinez ([smarti305@calstatela.edu](mailto:smarti305@calstatela.edu))
- **Process:** For each course that you wish to add, include: Name, CIN, course number / section number (COMM 3000- 01), registration date, and email address. Also, please indicate if you have completed, or are currently enrolled in the pre-requisites of the course(s) for which you are requesting a permit.
- **Estimated Timeline:** You should receive an email from Yen/ Sthepania within 3 business days. If you do not receive a response after 3 business days, please send a follow-up email to Yen and Sthepania.



<p><b>English (ENGL)</b></p>	<ul style="list-style-type: none"> <li>• <b>Contact:</b> Email Laura Espinoza <a href="mailto:lespin72@calstatela.edu">lespin72@calstatela.edu</a></li> <li>• <b>Process:</b> For each course that you wish to add, include: Name, CIN, course number/section number (ENGL 4920-01), and your phone number.</li> <li>• <b>Estimated timeline:</b> You should receive an email in approximately 1-2 business days. If you have not received an email back in 3 business days, please send an email to Laura. <ul style="list-style-type: none"> <li>◦ <b>Note:</b> <i>ENGL 1010-25 &amp; 47 is reserved for students in the FYE Program only.</i></li> </ul> </li> </ul>
<p><b>Liberal Studies (LBS)</b></p>	<ul style="list-style-type: none"> <li>• <b>Contact:</b> Email Lizette Rivera <a href="mailto:lriviera@calstatela.edu">lriviera@calstatela.edu</a></li> <li>• <b>Process:</b> For each course that you wish to add, include: CIN and course number / section number (i.e. LBS 4890-01).</li> <li>• <b>Estimated timeline:</b> You should receive an email no later than 1 business day after your request.</li> </ul>
<p><b>Modern Languages and Literatures (MLL)</b></p>	<ul style="list-style-type: none"> <li>• <b>Contact:</b> Email Moses You <a href="mailto:myou7@calstatela.edu">myou7@calstatela.edu</a></li> <li>• <b>Process:</b> For each course that you wish to add, include: Name, CIN, course number / section number (i.e. SPAN 1001- 03), and the reason for requesting the permit.</li> <li>• <b>Estimated timeline:</b> You should receive an email within 1-2 business days. The email will include the confirmation of the permit(s) and expiration date(s).</li> </ul>
<p><b>Music (MUS)</b></p>	<ul style="list-style-type: none"> <li>• <b>Process:</b> Please visit the Department of Music Canvas page to review the permit request process. You can view the form here <a href="#">MUSIC PERMIT FORM (SPRING 2024 SEMESTER)</a></li> </ul>

<p style="text-align: center;"><b>Philosophy (PHIL)</b></p>	<ul style="list-style-type: none"> <li>• <b>Contact:</b> Geaquari Carlisle <a href="mailto:gcarlis2@calstatela.edu">gcarlis2@calstatela.edu</a></li> <li>• <b>Process:</b> For each course that you wish to add, include: Name, CIN, and course number / section number (i.e. PHIL 4990-01).</li> <li>• <b>Estimated timeline:</b> You should receive an email within 3 business days.</li> </ul>
<p style="text-align: center;"><b>Television, Film, and Media Studies (TVF / JOUR)</b></p>	<ul style="list-style-type: none"> <li>• <b>Contact:</b> Email Dr. Kristiina Hackel (<a href="mailto:khackel@calstatela.edu">khackel@calstatela.edu</a>) with questions. Make sure to include your CIN!</li> <li>• <b>Process:</b> Complete the <a href="#">TVFM Spring 2024 Permit Form</a> <ul style="list-style-type: none"> <li>○ Please make sure to include section numbers as we need the section number to issue the permit and many classes have multiple sections.</li> </ul> </li> <li>• <b>Estimated timeline:</b> You should receive an email within 3 business days regarding the status of the permit request. If you do not receive an email back within 3 business days, you may email to Dr. Hackel (<a href="mailto:khackel@calstatela.edu">khackel@calstatela.edu</a>) to follow up.</li> </ul>
<p style="text-align: center;"><b>Theatre and Dance (TA / DANC)</b></p>	<ul style="list-style-type: none"> <li>• <b>Contact:</b> Email the Department of Theatre and Dance at <a href="mailto:TAD@calstatela.edu">TAD@calstatela.edu</a></li> <li>• <b>Process:</b> Send an email to <a href="mailto:tad@calstatela.edu">tad@calstatela.edu</a>. The email <u>must</u> include your name, your CIN, and the course number / section number (i.e. TA 3900-01) for the class(es) you wish to add.</li> <li>• <b>Estimated Timeline:</b> You should receive an email from TAD within 3 business days. If you have not received a response after 3 business days, please send a follow-up email: <a href="mailto:TAD@calstatela.edu">TAD@calstatela.edu</a></li> </ul>

<p><b>Theatre and Dance (TA / DANC)</b></p>	<ul style="list-style-type: none"> <li>○ <b>Note:</b> <i>TA 4100- enrollment is by audition only – students who audition for and are then cast in TAD productions will be issued a permit for TA 4100</i></li> </ul>
<p><b>Women’s, Gender, and Sexuality Studies (WGSS)</b></p>	<ul style="list-style-type: none"> <li>• <b>Contact &amp; Process:</b> Students who need to request an add permit for a course that is open on GET should email the WGSS Department Chair, Dr. Alejandra Marchevsky at <a href="mailto:amarche@calstatela.edu">amarche@calstatela.edu</a>. They must include their full name, CIN # and the course number / section number they want to add (i.e. WGSS 2000-03). <ul style="list-style-type: none"> <li>○ <b>WGSS courses with pre-requisites:</b> 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. <ul style="list-style-type: none"> <li>➤ Graduate students may enroll in WGSS 4000 without the prerequisite. To request this approval, email Dr. Marchevsky at <a href="mailto:amarche@calstatela.edu">amarche@calstatela.edu</a></li> </ul> </li> </ul> </li> <li>• <b>Note:</b> To add a section that is full or closed, the student must sign up for the wait list on GET and contact the course instructor directly <i>after</i> the start of the semester.</li> </ul>