



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">• Contact: Email Leticia Ramirez lr Ramirez@calstatela.edu• Process: For each course that you wish to add, please include your Name, CIN, and course number / section number (i.e. AL 1010-01).• Estimated timeline: 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.

Art (ART)

- **Contact:** Prof. Jimmy Moss 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) and email Sthepania Martinez (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>English (ENGL)</p>	<ul style="list-style-type: none"> • Contact: Email Laura Espinoza lespin72@calstatela.edu • Process: For each course that you wish to add, include: Name, CIN, course number/section number (ENGL 4920-01), and your phone number. • Estimated timeline: 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"> ◦ Note: <i>ENGL 1010-25 & 47 is reserved for students in the FYE Program only.</i>
<p>Liberal Studies (LBS)</p>	<ul style="list-style-type: none"> • Contact: Email Lizette Rivera lriviera@calstatela.edu • Process: For each course that you wish to add, include: CIN and course number / section number (i.e. LBS 4890-01). • Estimated timeline: You should receive an email no later than 1 business day after your request.
<p>Modern Languages and Literatures (MLL)</p>	<ul style="list-style-type: none"> • Contact: Email Moses You myou7@calstatela.edu • Process: 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. • Estimated timeline: You should receive an email within 1-2 business days. The email will include the confirmation of the permit(s) and expiration date(s).
<p>Music (MUS)</p>	<ul style="list-style-type: none"> • Process: Please visit the Department of Music Canvas page to review the permit request process. You can view the form here MUSIC PERMIT FORM (SPRING 2024 SEMESTER)

<p style="text-align: center;">Philosophy (PHIL)</p>	<ul style="list-style-type: none"> • Contact: Geaquari Carlisle gcarlis2@calstatela.edu • Process: For each course that you wish to add, include: Name, CIN, and course number / section number (i.e. PHIL 4990-01). • Estimated timeline: You should receive an email within 3 business days.
<p style="text-align: center;">Television, Film, and Media Studies (TVF / JOUR)</p>	<ul style="list-style-type: none"> • Contact: Email Dr. Kristiina Hackel (khackel@calstatela.edu) with questions. Make sure to include your CIN! • Process: Complete the TVFM Spring 2024 Permit Form <ul style="list-style-type: none"> ○ Please make sure to include section numbers as we need the section number to issue the permit and many classes have multiple sections. • Estimated timeline: 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 (khackel@calstatela.edu) to follow up.
<p style="text-align: center;">Theatre and Dance (TA / DANC)</p>	<ul style="list-style-type: none"> • Contact: Email the Department of Theatre and Dance at TAD@calstatela.edu • Process: Send an email to tad@calstatela.edu. 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. • Estimated Timeline: 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: TAD@calstatela.edu

<p>Theatre and Dance (TA / DANC)</p>	<ul style="list-style-type: none"> ○ Note: <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>
<p>Women’s, Gender, and Sexuality Studies (WGSS)</p>	<ul style="list-style-type: none"> • Contact & Process: 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 amarche@calstatela.edu. 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"> ○ 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. <ul style="list-style-type: none"> ➤ Graduate students may enroll in WGSS 4000 without the prerequisite. To request this approval, email Dr. Marchevsky at amarche@calstatela.edu • Note: 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.