

Guidelines for Receiving Permission Numbers for BIO & CHE Courses – Fall 2024

The **Biology Department** and **Chemistry Department** have a slightly different process for Permission Numbers! Here is an essential guideline to successfully retrieve Permission Numbers for enrollment for each department **if needed**.

TRY ENROLLING FIRST. YOU MAY NOT NEED A PERMISSION NUMBER!

- Students who have completed prerequisites (or in progress) will be allowed to enroll into the next sequence of courses. If courses are pending from another college, you may need a permission number.
- Undergraduates who intend on taking BIO 220 should enroll into section-03; as the BIO 221 lab is not needed. This class section is reserved for CLS students; so you **MUST** request a permission number.
- Postbacc students may need permission numbers for most courses; but try enrolling first.
- BIO 324/325, BIO 425/435, and BIO 458/459 have a specific waitlist process and permission numbers cannot be requested for these courses.

Steps to obtain BIO & CHE course Permission Numbers: Try enrolling first! You may not need one.

#1 — Every student has a unique **Enrollment Date** and **Time**. You can find your specific day and time on the right side of your Student Center under “Enrollment Dates” and select “Details” (I have attached a guide). **Do not take any action until you know the day & time you can register.**

#2 — **On your enrollment date & time**, send biology@csudh.edu **an email for Biology courses** or **the class instructor for Chemistry courses from your Toromail**. If the classes are separated (like CHE 450 and 451 for example), request the discussion (DIS) section first, then once you are enrolled, you can send the Permission Number request for the LAB section.

Greet who you are emailing and let them know you are requesting a Permission Number!

- **Full Name:**
- **Student ID #:**
- **Class Standing** (e.g., Junior, Senior, Postbacc):
- **BIO or CHE Course(s) and section number(s)** (e.g., BIO 220-03):
- **Major: Clinical Science**
- **Proof of Prerequisites** — attach copy/screenshot of proof (or unofficial transcripts) of prerequisites with visible name & college. Only do this if your credit is not in the system or you are unable to enroll after trying. **Be specific and specify what prereqs you completed, what semester, and at what institution. Help the responder with what they are looking for to avoid back & forths!**
 - **Postbacc students do not need to attach their Academic Roadmap for BIO/CHE courses, only CLS course requests**

INCLUDE ALL INFORMATION & BE SPECIFIC TO AVOID DELAYS

#3 — This could take up to a week for a response. Please be patient as the **BIO** and **CHE** departments can be overwhelmed during enrollment week. If it has been over 7 business days,

follow up on the initial email request or reach out to me for suggestions. **Use the permission number(s) to enroll immediately** as your seat is not reserved, and you can lose your spot. A permission number will not bypass a waitlist if a class is full; you will simply be put onto the waitlist.

IMPORTANT THINGS TO AVOID:

- **Do not take any action until you know the day you can enroll**
- **Do not send multiple emails** as this will delay your request
- **Do not delay your request** as courses can fill up quickly
- **If you email before your enrollment opens, your request can be denied.** i.e., sending your request at 8:59am when your time is at 9:00am; to avoid this, I recommend setting up a scheduled email for your date & time
- **Permission Numbers can only be used once.** If you are trying to switch a lecture/lab section, you will need to drop the entire course and request a new permission number, in which you would lose your original seat or waitlist position
- **The CLS Department does not give out Biology and Chemistry course permission numbers!!!**