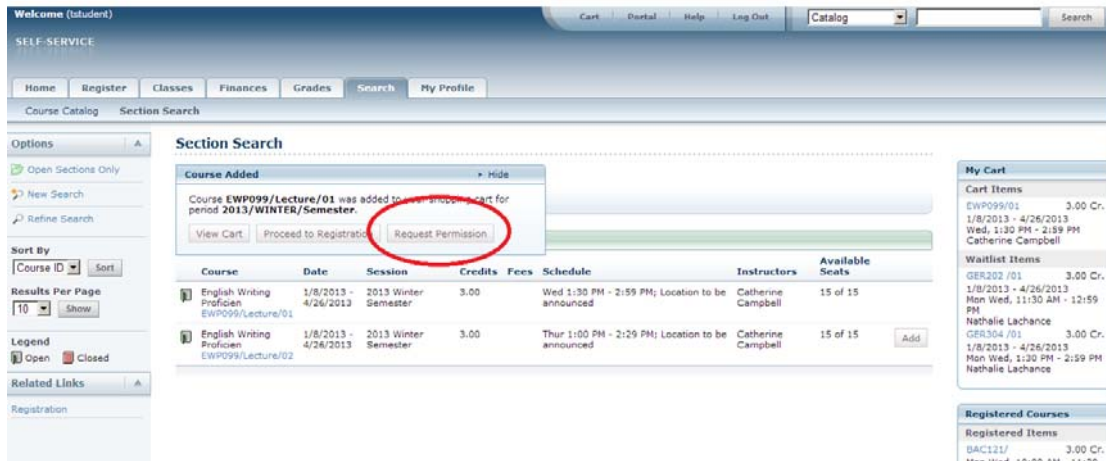


## Annex B: Courses which require permission by instructor

Some courses require a specific pre-requisite course or permission from the instructor.

- 1) Add the course. You will be prompted to “view cart”, “proceed to registration”, or “request permission”
- 2) Click on “request permission”

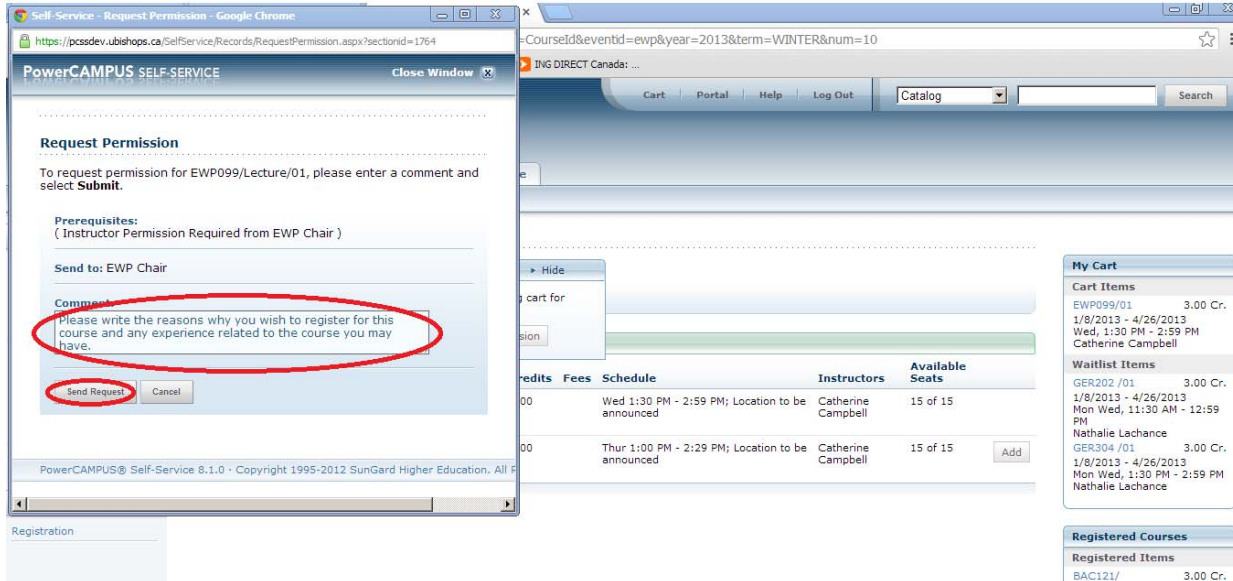


The screenshot shows the 'Section Search' page in the self-service portal. A message box at the top states: 'Course EWPO99/Lecture/01 was added to my shopping cart for period 2013/WINTER/Semester.' Below this message are three buttons: 'View Cart', 'Proceed to Registration', and 'Request Permission'. The 'Request Permission' button is circled in red. Below the message is a table of search results.

Course	Date	Session	Credits	Fees	Schedule	Instructors	Available Seats
English Writing Proficien EWPO99/Lecture/01	1/8/2013 - 4/26/2013	2013 Winter Semester	3.00		Wed 1:30 PM - 2:59 PM; Location to be announced	Catherine Campbell	15 of 15
English Writing Proficien EWPO99/Lecture/02	1/8/2013 - 4/26/2013	2013 Winter Semester	3.00		Thur 1:00 PM - 2:29 PM; Location to be announced	Catherine Campbell	15 of 15

On the right side of the page, there is a 'My Cart' section showing 'EWPO99/01' with 3.00 Cr. and a 'Waitlist Items' section showing 'GEN202 /01' with 3.00 Cr. and 'CES304 /01' with 3.00 Cr.

3) A pop-up window will appear. Write a succinct message requesting permission to register for the course and press “send request”.



- The request will be reviewed by the instructor of the course.
- ✓ If permission to register for the course is granted, you will receive an e-mail and you will be able to proceed to register into the course.
- ✗ If permission is denied you will need to choose another course.