



College of DuPage

## How To...

### Request a Permit

#### 1. Navigate to the request form:

If you're currently signed into **Student Planning**

- Click on the **Academics menu** (graduation cap).
- Click on **Request a Permit**.

Or

Log into the portal at **inside.cod.edu**

- Locate **myACCESS**.
- Click on **Registration**.
- Click on **Request a Permit**.

#### 2. Enter the course and section information:

- Select the **Term** from the drop down menu.
- Select the **Subject** from the drop-down menu.
- Enter the 4-digit **Course Number** in the course number field.
- Enter the **Section Number** in the Section No. field. If the section number is preceded by NET, VCM, HYB, HON or any other characters you must include these (example, for ENGLI 1101 NET03 enter "NET03").
- Click **Submit**.

*Students are unable to request a permit in myACCESS for custom courses. The course type listed in student planning will show "custom" instead of 16week, 12 week, 10 week, 8 week or 5 week. To request a permit for a custom class a student must email the instructor directly and the instructor will email a manual e-permit to the Registration office.*

#### 3. On the next screen choose a **Permit Type**. Make sure you select the correct type of permit. Please note, you cannot request an Overload permit until after the first day of class when the waitlist has expired.

- **Consent of Instructor** (Prerequisite Override by Instructor) – instructor permission to enroll in a class when unmet prerequisites are preventing registration. This type of permit can only be requested if "or consent of instructor" is noted after the list of prerequisites.
- **Enroll Late** – instructor permission to register after the start date for a class with OPEN seats. Expires 3 business days after issued.

- **Audit** – instructor permission to change a class from graded to Audit. The Audit Enrollment change request form and additional fees are required. See the Permit Required Registration page of the website for additional details. Classes cannot be changed to audit after mid-term.
- **Overload Full Class** – instructor permission to register for a FULL class after the start date (when the waitlist has expired). Expires 3 business days after issued.
- **Petition or Instructor Consent Required** – instructor permission to register for a class that requires Consent of Instructor or Granted Petition for all students who wish to register.

Section	Location	Meeting Information	Faculty
ANTHR-1100-NET11	ONLIN	09/18/2023-12/15/2023 Internet/Online , COD internet-based courses, Room NA	A. Buckun

Choose a Permit Type

Consent of Instructor (Prerequisite Override by Instructor)  
 Enroll Late  
 Audit  
 Overload Full Class  
 Petition or Instructor Consent Required  
 I changed my mind - DO NOT REQUEST A PERMIT

Your dupage.edu email address will be sent with this request. You may provide a phone number in addition. Phone #  (xxx-xxx-xxxx format)

Enter Comments:

Limit: 500 characters

4. Enter your **Phone Number** and **Comments** (required fields), then **submit** the form.
5. Your request will be sent directly to the instructor, response times will vary. Continue checking your **dupage.edu** email for approval/denial.
6. If approved, students must contact Student Registration Services to register for the class before the permit expires. If the permit type is Enroll Late you may also register yourself online in Student Planning.

\*\*\*Enroll Late and Overload permits expire 3 business days after they are issued \*\*\*

Student Registration Services can be reached at 630-924-2377 or [registration@cod.edu](mailto:registration@cod.edu) - all emails must be sent from a dupage.edu account.