

Requesting a Class Permit

A permit is an electronic "permission slip" that allows you to register for a course section that is closed to you because it is full or has been labeled "restricted" or "permit required" by the academic department.

If a section you want to register for carries the note "Restricted" or "Permit Required," you must receive an electronic permit before you can register for the course. If you receive a "prerequisite test score error" message when trying to register for a course, first verify you have passed the prerequisite course. If you have passed the prerequisite and still get an error message, you must contact the department to request a permit.

If the academic department approves your request, they will issue an electronic "permit" in the University's registration system. **You will not be able to register for the course until a permit has been issued.**

To see if a department has issued a permit: Login to the my.memphis.edu portal and select the Student page. Then find Registration Tools and click on Registration Status to look for any permits issued to you. If you have a permit, make note of the CRN. Click on Add or Drop Classes to register for your permitted course.

Some Important Points to Remember About Permits

1. The Registrar's Office **CANNOT** issue permits. Only academic departments can issue permits. University College advisors cannot issue permits for other departments.
2. **You** must actually register **for the class after the permit is issued if you want it to be added to your Schedule.** The permit is merely permission for you to take the class. The department or unit is not registering you in the class. Only you can register yourself in the class, and you must do this through the my.memphis.edu portal. If you are still not able to register for the class, even though the department agreed to issue a permit, contact the office again and explain the problem. The office will need to determine the issue and help resolve it.
3. A permit will stay in the system if you register, then drop the class or if you never use the permit.

Please note: Courses with section 300 are honors courses. You must be enrolled in the Honors Program to take these courses.

Contacting departments to request a class permits

Contact information for each academic department can be found at:

<http://www.memphis.edu/registrar/student/register/permits.htm>

Requests for TN eCampus permits can be completed via an online form at this site.

<http://www.memphis.edu/univcoll/online/startonline.php#permits> Only submit a request if you have already tried to register for a TN eCampus online course and received an error message.

Requests for Upper Division Business Courses can be completed via an online form at this site.

<https://fcbeacad.memphis.edu/permits/>

To request a for an upper division 3000-4000 business course, you must login to the permit request system with your University username & password.

Before you submit your request, please select the course(s) you wish to register for by looking at the schedule of classes on my.memphis.edu under "Look Up Classes". For each course you will need to know the following information in order to make your request:

1. Course Prefix (i.e. MKTG, MGMT, FIR, ACCT, ECON)
2. Course Number (example: 3010)

Do not request permits for upper division business classes with section number R50 (TN eCampus) on this website. Go online to the following link to request your permits for TN eCampus courses:

<http://www.memphis.edu/univcoll/online/startonline.php#permits>

*If your permit is approved, **you must still register for the course** in my.memphis.edu. Please be patient as the college receives a significant number of requests. Check your UM email to see if your permit has been issued or go to the “registration status” in my.memphis.edu to see if your permit has been issued.*

If you have not been issued the requested permit, the reason could be one of the following:

- 1. You don't have 45 hours of completed course work, which is required to take upper division courses.**
- 2. You have not met a prerequisite for the course you are requesting. To review prerequisite information, visit the Course Descriptions section of the Undergraduate catalog.**

<http://www.memphis.edu/ugcatalog/coursedescrip/index.php>

For questions regarding this procedure, please email fcbeadvising@memphis.edu. Please include your name, U number and major in the email. University College advisors cannot issue permits for these courses nor require the College of Business to approve your request.