

Department of History: How to request a PERMIT for a GRADUATE level History course

There are 2 kinds of permits for graduate students:

ONE: A regular HIST course where the course is full or the class is permit restricted

1. Email the instructor **from your UOM email address**
 - a. Type in REQUEST PERMIT on the subject line
 - b. In the body of the email list the following:
 - i. Your Name and UID number
 - ii. The CRN as well as the course number and section number
 - iii. Your reason for requesting this permit
 - c. *After you send the email, allow 48 hours or 2 business days for a response*
2. IF you receive a reply email where the professor agrees that you may get a permit, then:
 - a. Forward that email to **Dr. Erika Feleg** at refeleg@memphis.edu
 - b. *Allow 3-5 business days for Dr. Feleg to enter your permit in the system*
3. When your permit has been entered, Dr. Feleg will forward this email back to you. Then you can register for the class.

TWO: Individual Masters and Doctoral level HIST courses

1. The following courses require a permit every semester you are enrolled in one of them:
 - a. Directed Readings (HIST 7012; HIST 8012)
 - b. Independent Readings (HIST 7991; HIST 8991)
 - c. Readings for Comprehensives (HIST 8990)
 - d. M.A. Thesis (HIST 7996)
 - e. Ph.D. Dissertation (HIST 9000)
2. Go to https://www.memphis.edu/history/graduate/forms_and_applications.php and click on the link for the course you want.
3. Fill in the form
4. Get the appropriate signatures
5. Scan the form and attach it to an email to **Dr. Erika Feleg** at refeleg@memphis.edu
 - a. *Allow 3-5 business days for Dr. Feleg to enter your permit in the system*
6. When your permit has been entered, Dr. Feleg will email you with the appropriate information. Then you can register for the class.