Department of History
How to request a PERMIT for a History course

1. EMAIL instructor of the course you want to add from your U of M email address.

   The easiest way to email your professor is to click on the envelope icon next to the professor's name while you are in MyMemphis looking at the courses. This action will open up an email message. Use this email address to make your request.

2. In SUBJECT line of your email, type in REQUEST PERMIT.

3. In body of email, type in the following:

   · Your NAME

   · Your U number - this number starts with a U with 8 digits after, and it can be found on your UOM ID card.

   · Course Title

   · Course Number and Section Number

   · Course CRN

   · Your reason for requesting a permit

4. Send your email to the professor.

   Allow 48 hours (or at least 2 BUSINESS DAYS) for an email response from the professor.

5. If you receive an email reply from the professor that gives you permission to add the requested course:

   Forward the professor's response email (where he/she agrees to give you a permit) to: mkmiller@memphis.edu

   *This is the email of **Karen Jackett**. She will enter the permit, which will allow you to register.*

   Please allow 3- 5 business days for each permit to be processed.

6. When she has entered the permit, Ms. Jackett will email you to let you know that you can register for the class.