

How to request a permit for a course taught in the Sociology department

1. Email the professor teaching the course with the reason you should be considered for a permit, if one is available. Be sure to include your name and U number as well as the name, course number and CRN of the class.
 - a. If the course does not have a professor listed (i.e. "TBA"), email the Sociology department chair, Dr. James at wljames1@memphis.edu.
2. Allow a minimum of two business days for a response
 - a. If you do not receive a response within two business days, email the Sociology department chair, Dr. James at wljames1@memphis.edu.
3. If the professor allows the permit, they should cc Ms. Thomas on their response notifying you that they have allowed it. If they have not, you should forward it to her at llthmas4@memphis.edu.
4. Allow a minimum of two business days for the permit to be set. When it is you will receive an email notification from Ms. Thomas and will then be able to register for the class.
 - a. If you do not receive a notification that the permit has been set within two business days, email the Sociology department chair, Dr. James at wljames1@memphis.edu.

Note: Courses with the prefix "SOC" or "SOAA" or any SOCI courses with a section number that begins with "R" are not taught by the Department of Sociology, but by TN eCampus. For information about requesting a TN eCampus permit, see this webpage:

<https://www.memphis.edu/univcoll/online/startonline.php>