

BRONCO DIRECT STUDENT CENTER PERMISSION TO ADD GUIDE

To Submit a Permission Request in the Student Center

Before you start, ensure that you don't have any registration holds, you have not exceeded your units cap, and you don't have any schedule time conflicts with the class you are requesting to add.

This permission to add is to be used for:

1. Closed Class
2. Department/Instructor Consent
3. Schedule Conflict
4. Prerequisite (NOT AVAILABLE DURING ADD/DROP PERIOD)

Please Note: If you cannot register because BroncoDirect does not recognize your prerequisite and/or corequisite, please directly contact the Department that offers the course

Reminders

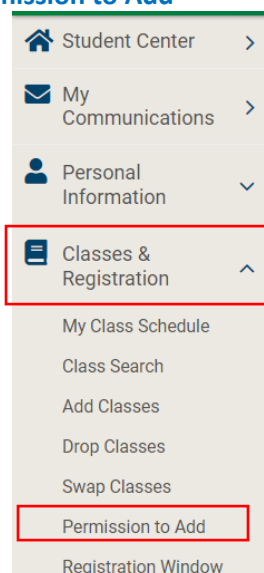
- **For Requisite issue**, and the system is not recognizing the prerequisite, please check the box "Request Not Met". In the Justification box, explain what the prerequisite course is and where you took it.
- **For Repeating a course** with grade C or higher OR after 3rd attempt, do not submit this request until your petition to waive course repeats is approved by your department. For more information on submitting a [Petition to Waive Restrictions on Course Repeats](#), click [this webpage](#). After the course repeat petition is approved, you may then submit the Permission to Add Request. If petition is closed after the Add/Drop period, you must obtain approval from the department chair and indicate on the justification section.
- **For Exceed the unit cap**, submit the [Petition to Exceed Unit Cap](#), also indicate it in your justification section. After the Add/Drop period and the petition is closed, you must obtain approval from your department chair to take more than the allowable units per term and indicate on the justification section.

Visit the Registrar's Office Form site to access the petitions:

<https://www.cpp.edu/registrar/forms/forms.shtml>

Steps in BroncoDirect

1. After logged into [BroncoDirect](#)
 - Click on **Classes & Registration**, select **Permission to Add**



2. Click on **Create New Request** (you'll only be able to see this request if you have assigned a Registration Window for that term)
 - If there's existing requests, it'll display beneath the **Create New Request** section

Student Center > My Communication > Personal Information > Classes & Registration > Financial > Graduation > Academics > New Students > Other > Feedback >

[Return to Student Center](#)

To Create a New Request, select the button below:

PLEASE NOTE: You may request up to four (4) classes at one time. You will not be able to submit a new request until the pending request(s) have been reviewed.

(Message 37000, 1804)

[Create New Request](#)

Existing Requests

REQ #	TERM	CLASS	SUBJECT	CATALOG	SECTION	DESCRIPTION	SUBMITTED ON	STATUS	VIEW DETAIL
4	Summer Semester 2022	50231	ACC	2070	E11	Fin Acc For Decision Making	06/22/2022 12:05:05PM	Denied	View Detail
3	Summer Semester 2022	50231	ACC	2070	E11	Fin Acc For Decision Making	06/22/2022 11:55:15AM	Denied	View Detail
2	Summer Semester 2022	50232	ACC	2070	E21	Fin Acc For Decision Making	06/16/2022 3:56:15PM	Denied	View Detail
1	Summer Semester 2022	50231	ACC	2070	E11	Fin Acc For Decision Making	06/16/2022 3:45:52PM	Cancelled	View Detail

< FIRST < PREVIOUS 1-4 OF 4 NEXT > > LAST >

3. You'll see **Permissions** page, please read the instructions carefully, and click **Next**,

Permissions

Permission to add a class is required for all of the following:

Submit a request for course(s) that meet your degree requirements ONLY. Please consult with the department advisor of the course you wish to add before you submit a Permission to Add request.

- **Class is Full** - Approval from the class instructor or department delegate is required for closed or full classes. Request will be available during the Add/Drop Period.
- **Requisites Not Met** - Approval from the Department Chair or delegate is required. Request is available starting the Priority Registration Period.
- **Department/Instructor Consent Required** - Approval from the department/delegate and/or instructor of the class is required. Request is available starting the Priority Registration Period.
- **Schedule Conflict** - Approval from the requested and enrolled course instructors and department chairs are required. Request is available starting the Priority Registration Period.
- **Late Add After Add/Drop Period** - May be requested due to serious and compelling reason only. Approval from the class instructor, department chair and Registrar's Office and supporting documentation are required. If petition is closed after the Add/Drop period, please contact the Office of Financial Aid and Scholarship at finaid@cpp.edu and the Student Accounting and Cashiering Services at sacs@cpp.edu.
- **Late Add After Census** - Approval from the class instructor, department chair, college dean, Office of Financial Aid and Registrar's Office are required. Supporting documentation is required (PDF format is recommended). After the Add/Drop period, please contact the Office of Financial Aid and Scholarship at finaid@cpp.edu for more information.

Note: For [Petition to Override Schedule Conflict](#), and [Petition to Waive Restriction on Course Repeats](#), please submit the petitions to your Department Chair for approval. You may visit the Registrar's Office Forms webpage to access these petitions: <http://www.cpp.edu/registrar/forms/forms.shtml>

If you have a hold(s) on your account that prevent registration, your request will not be processed. Please resolve your hold(s) before submitting the Permission to Add request to ensure timely approval and process.

Important Reminders

- For Pre-requisite issue, and the system is not recognizing the prerequisite, please check the box "Requisite Not Met". In the Justification box, explain what the prerequisite course is and where you took it.
- For Repeating a course with grade C or higher OR after 3rd attempt, do **NOT** submit this request until your petition to waive course repeats is approved by your department. For more information contact the Registrar's Office at registrar@cpp.edu.
- For Exceed the unit cap, submit the [Petition to Exceed Unit Cap](#), also indicate it in your justification section. After the Add/Drop period and the petition is closed, you must obtain approval from your department chair.

Visit the Registrar's Office Form site to access the petitions:

<https://www.cpp.edu/registrar/forms/forms.shtml>

Please select "Next" to proceed.

[Back](#)

[Next](#)

[Cancel](#)

4. There may be multiple terms available to select during the General Registration period, select the **term** you want to request for Permission to Add

Select A Term

Note: This process is not available for past terms (terms that have been graded). Only terms with registration window assigned will be available

Summer Semester 2023
Undergraduate
Pending requests: 6

☐ Select

Fall Semester 2023
Undergraduate
Pending requests: 0

☐ Select

Back

Next

Cancel

5. Enter **Course Number (CRN – 5 digit)** or click on **Class Search** to find the course CRN , press tab or enter key to populate the **Permission to Add Request**.

- To Search for a class Course CRN, click on **Class Search**, it'll open up another window
 - Enter Class Subject
 - Enter Catalog Number
 - Click search

Class Search Criteria

Term

Fall Semester 2022

Class Subject

example: MAT or ENG

Display Subjects

Catalog Number

example: 10 or 323L

☐ Exact matches

Title

Time Interval

Between start-time

Any Time

and end-time

Any Time

Instructor

Search

Reset Form

- List of courses will display
 - Copy and paste the 5-digit **Class Nbr** to the request
 - Press Enter or Tab

Your search returned **47 classes**.

1. **COM 1100** Section 01

Class Nbr	73395	Capacity	30
Title	Public Speaking	Units	3
Time	1:00 PM–2:15 PM TuTh	Building/Room	
Date	2022-08-25 to 2022-12-11	Session	Regular Academic Session
Instructor	Cano, Ariana	Compnt./Mode	Lecture, Fully Synchronous

- Check the appropriate box for Permission request. If this is a late add request, check all boxes.
 - Requisite

- Instructor/Dept Consent
- Closed Class
- **Schedule Conflict**
 - If this is a request for Schedule Conflict Override or a class has a schedule conflict, once Schedule Conflict box is checked, the conflicted courses will populate. Make sure to Check the box **Select**. If there are two courses conflicted with the requested course, check both boxes.

Career: UGRD
 Term: Summer Semester 2023
 Class Search
 Class Nbr: 50627
 SPEC TOPIC FOR UD STUDENTS
 Press tab key after you enter the class number!
 ME 4990-E01
 LEC (50627)
 TuTh 12:30PM - 2:35PM
 Bldg 9 Rm 255
 Permission(s) to Request After Census
☐ Requisites
☐ Instructor/Dept Consent
☐ Closed Class
☒ **Schedule Conflict**
Schedule Conflict
☒ Select
 ME 4060-E01
 LEC (50620)
 Tu 2:00PM - 4:50PM
 Bldg 17 Rm 2660
 50620
☒ Select
 ME 4060A-E01
 ACT (50635)
 Th 2:00PM - 4:50PM
 Bldg 17 Rm 2660
 50635
☒ Select
 ME 4990-E01
 LEC (50627)
 TuTh 12:30PM - 2:35PM
 Bldg 9 Rm 255

6. You MUST enter a reason for justification, do not leave it blank
- If you have exceeded the unit cap, or a course repeat waiver petition, please indicate so on the justification section, be as specific as possible.

Class Search
 Class Nbr: 50231
 FIN ACC FOR DECISION MAKING
 ACC 2070-E11
 LEC (50231)
 MoTuWeTh 12:30PM - 2:35PM
 Room TBA
 Permission(s) to Request
☒ Requisites
☒ Instructor/Dept Consent
☒ Closed Class
 IMPORTANT: Use the justification institution other than CSUSB, p (32000, 1810)
 IMPORTANT: Use the justification requisite was taken at an institu such as a copy of the instructor
 Justification
 Back
 Submit Cancel

- For a late add request **AFTER** the Add/Drop period, you must provide and upload supporting documentation
 - Click on the **Add** button to upload the document

- Make sure the boxes are appropriately checked for each option: Requisite, Instructor/Dept Consent, Closed Class, and/or Schedule Conflict. You may check the boxes all that apply.
- For late add request, check all three boxes. If there's a schedule conflict, check the box as well.

Class Nbr

Press tab key after you enter the class number!

ME 4990-E01
LEC (50627)
TuTh 12:30PM - 2:35PM
Bldg 9 Rm 255

Permission(s) to Request After Census

☐ Requisites

☐ Instructor/Dept Consent

☐ Closed Class

☒ Schedule Conflict

Schedule Conflict

☒ Select

ME 4060-E01
LEC (50620)
Tu 2:00PM - 4:50PM
Bldg 17 Rm 2660
50620

☒ Select

Click on **Attachment**, select the file, and click **Upload**. This is required if it's a late add.

File Attachment

Touch To Choose File

Upload

Cancel

- Document will be uploaded for approvers to review. Click **Submit**

Attach Supporting Documentation

	DESCRIPTION	FILE NAME	VIEW	ADD	DELETE
1	Course_Auditing_Form.pdf	Course_Auditing_Form.pdf	View	+ Add	✖ Delete

[Back](#)

Submit

Cancel

7. Enter comments in the Justification Box and **Submit** the Request

- Be as specific as possible and state for the request is for. If you believe you have met the prerequisite of the course, explain what the course is and where you took it.
- **Reminder:**
 - if this is a course repeat after 3rd attempt, submit the Petition to Waive Course Repeat Restriction first.
 - If you have a schedule conflict, submit the Schedule Conflict Override Petition
 - If you have exceeded the unit cap, submit the Petition to Exceed Unit Cap

Justification

I submitted my transfer credit and met the requisite requirement

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Submit

Cancel

☒ Requisites

☐ Instructor/Dept Consent

☐ Closed Class

IMPORTANT: Use the justification box below to thoroughly explain how you have met the pre-requisite(s). Be as specific as possible. List the course details including the term taken and grade received. If the course was taken at an institution other than CPB please attach a copy of the unofficial transcript for the course.

IMPORTANT: Use the justification box below to thoroughly explain your situation. Be as specific as possible.

IMPORTANT: Use the justification box below to provide your major, option, subplan, minor if applicable, major/minor GPA and include any pre-requisite(s) information that may help in determining if permission should be granted. If a pre-requisite was taken at an institution other than CPB, please list the course details including the term taken, grade received and attach a copy of the unofficial transcript for the course. You may also attach other supporting documentation such as a copy of the instructor's written consent.

Justification

need class to graduate in spring 2023 - test D

Attach Supporting Documentation

	DESCRIPTION	FILE NAME	VIEW	ADD	DELETE
1	Course_Auditing_Form.pdf	Course_Auditing_Form.pdf	View	+ Add	X Delete

Back

Submit

Cancel

8. Confirmation message will pop up

Your Request Has Been Submitted.

We have received your Permission Request in a class that has additional restrictions (closed, pre-requisites, time conflict, department/instructor consent or unit overload). Please allow a minimum of 3-5 business days for processing. You may return to the Permission Request summary page through your Student Center to view the status of this request. Additionally, an email notification to your CSUSB email account will be sent once the results of this request are available. Questions or further assistance can be emailed to [support@csusb.edu](#)

NOTE: It is YOUR responsibility to cancel this request if you are no longer needing permission to enroll. You may only "Cancel" this request while it is in "Pending" status. If you do not cancel and the request is approved and you are enrolled, it is YOUR responsibility to formally drop the class through normal dropping procedures and deadlines. Return to the Permission Request Summary page to cancel.

[Return to Permission Request Summary](#)

[Return to Student Center](#)

- If you change your mind and no longer need to submit the request, you may log into your Student Center, click Permission to Add-review Existing Requests and cancel the request at anytime as long as it's in **pending** status
 - Click on Existing Request, click **View Detail**

Return to Student Center

In this section

Permission to Add

Bronco ID

To Create a New Request, select the button below.

PLEASE NOTE: You may request up to four (4) classes at one time. You will not be able to submit a new request until the pending request(s) have been reviewed.

(Message 32000, 1804)

Create New Request

Existing Requests

SEQ #	TERM	CLASS NBR	SUBJECT	CATALOG NBR	SECTION	DESCRIPTION	SUBMITTED ON	STATUS	VIEW DETAIL
1	Winter Intercession 2023	10022	ACC	2080	E01	Mngr Acc For Decision Making	01/06/2023 1:35:18PM	Pending	View Detail

- you may click on the **Cancel Request** button to cancel the request as long as it's in Pending status.

Status

Pending

Bronco ID

Seq #

1

Name

Career

UGRD

Term

Winter Intercession 2023

Class Nbr

10022

Mngr Acc For Decision Making

ACC 2080-E01

LEC (10022)

TBA

Room TBA

Submitted On

01/06/2023 1:35:18PM

Permission(s) to Request After Census

Requisites

Closed Class

Instructor/Dept Consent

Justification Box

need class to graduate in spring 2023 - test D

Attachment(s)

SEQ NO	DESCRIPTION	FILE NAME
1	Course_Auditing_Form.pdf	Course_Auditing_Form.pdf

	DATETIME	USER
1		

Cancel Request

Cancel

- Please allow at least 3-5 business days to go through the review process. You will receive an email notification from the Registrar's Office after it's approved and processed. If the request is denied, it'll be updated in your Student Center.

Note: If this is a Late Add request after the Add/Drop Period, it is important for you to continue attending The requested class until a decision has been made.

-----Original Message-----

From: Registrars Office <registrar@cpp.edu>

Sent: Friday, January 6, 2023 2:09 PM

To: [REDACTED]

Subject: A Permission Request Has Been Processed

The following Permission Request has been approved and processed:

Student Name: [REDACTED]

Student ID: [REDACTED]

Term: Winter Intersession 2023

Course: ACC 2080

Class Number: 10022

Please confirm this enrollment on your class schedule. If you are no longer needing this class, it is your responsibility to drop the class. All registration dates, deadlines, and regulations apply. Please contact the course instructor for any Canvas questions you may have. For questions regarding the process of this request, please contact the Registrar's office at (909) 869-3000 or email to registrar@cpp.edu.

Sincerely,

Registrar's Office

- Petition status will be updated once it's processed at the Registrar's Office
- You may click on View Detail to see the comments from the approvers

Existing Requests									
SEQ # ▲	TERM ▲	CLASS NBR ▲	SUBJECT ▲	CATALOG NBR ▲	SECTION ▲	DESCRIPTION ▲	SUBMITTED ON ▲	STATUS ▲	VIEW DETAIL
17	Summer Semester 2023	50627	ME	4990	E01	Spec Topic for UD Students	07/13/2023 3:03:37PM	Pending	View Detail
16	Summer Semester 2023	50627	ME	4990	E01	Spec Topic for UD Students	07/13/2023 2:59:56PM	Pending	View Detail
15	Summer Semester 2023	50627	ME	4990	E01	Spec Topic for UD Students	07/13/2023 12:48:49PM	Denied	View Detail
14	Summer Semester 2023	50627	ME	4990	E01	Spec Topic for UD Students	07/13/2023 12:33:34PM	Pending	View Detail
13	Summer Semester 2023	50627	ME	4990	E01	Spec Topic for UD Students	07/13/2023 12:32:36PM	Pending	View Detail
12	Summer Semester 2023	50627	ME	4990	E01	Spec Topic for UD Students	07/13/2023 12:31:35PM	Approved	View Detail

11. **Important Note:** if it's asking you to resolve a hold or other action needed, please **take action immediately** and respond back to the same email you received from the Registrar's Office once it's resolved or your request will be **canceled after 24 hours**.