

**Attention CEAS Faculty**

Please read the following updated instructions from the University Registrar regarding **Class Permission for a Closed Class**. This applies to both undergraduate and graduate classes.

Once the enrollment capacity for a class has been reached, that class is “closed” to additional student enrollments through the online registration system. At the discretion of the class instructor, they may authorize an individual student to enroll in the closed class.

Instructors will only authorize adding a student to a closed class that has physical capacity – consistent with posted fire code specifications.

Students must have the appropriate pre-requisite for the class they want to add. This will be checked by the contact person in the department before Class Permission will be given for the student to add the class in Catalyst.

**The procedure below to add a closed class is only to be followed the first two weeks of the semester – for spring semester – through January 23.**

When a student asks to add a closed class they will either contact you by Email, or will come to you with an Add Form to sign.

- If you approve the add by email – please respond to the student and copy your departmental contact (see the attached list). Be sure to include the students name and M number.
- The student may bring an “add form” to you. Approve the add by signing the form – please instruct the student to go to your departmental contact for it to be processed.
- The departmental contact will give the student Class Permission in Catalyst and instruct the student to add the course to their Catalyst registration.

**Please contact your departmental contact, if you have questions.**