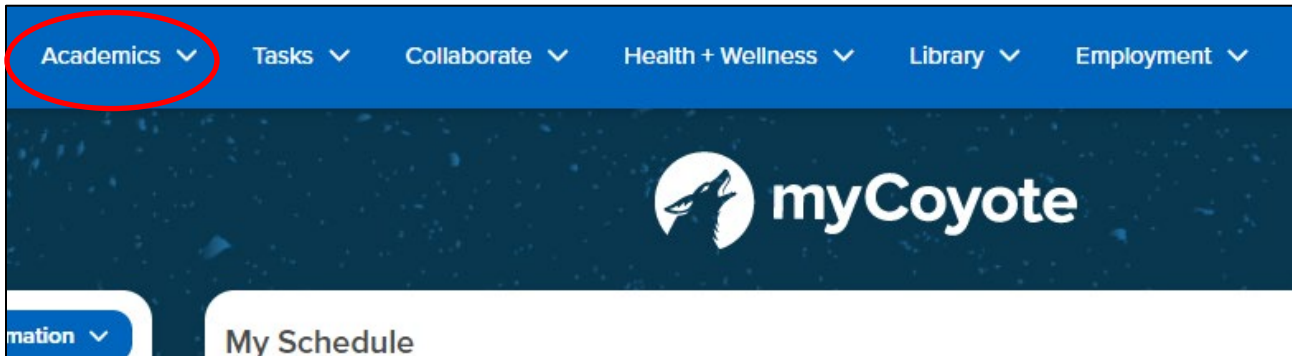
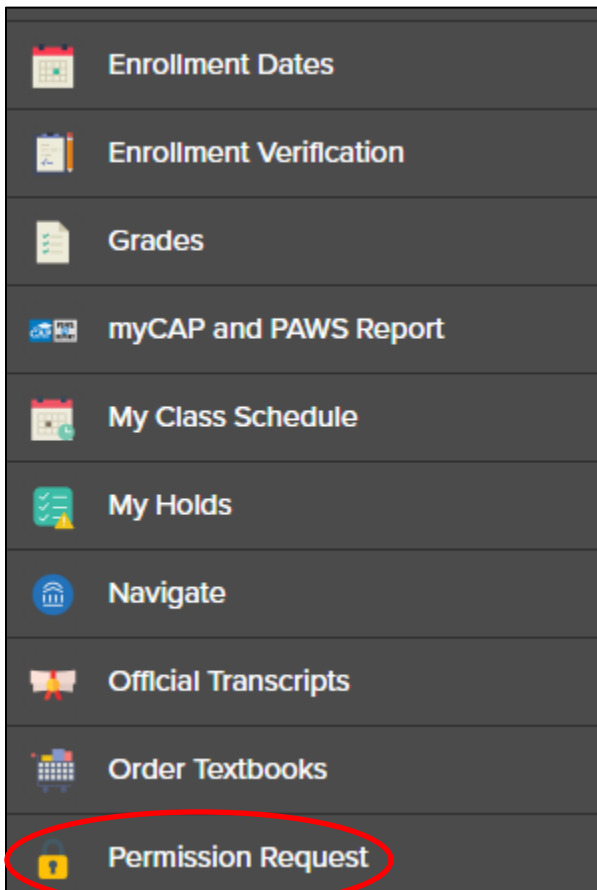


## Enrollment: Permission Request (Drop) “How To” Guide

**Step 1:** From the myCoyote Homepage, select the “My Academics” dropdown menu.



**Step 2:** Select the “Permission Request” option.



**Step 3: Select the “Permission to Drop” Tab. Then, select the “Create New Request” Icon to be directed to the next page.**

Permission to Add **Permission to Drop**

Return to Student Center

### Request for Permission to Drop

[Redacted]

Coyote ID [Redacted]

### Permission to Drop After Census is for serious and compelling reasons.

Supporting documentation is required. Please have your documents ready to upload. (PDF format recommended)

**Create New Request**

**Step 4: Select the applicable class(es), then select the “Next” icon.**

**Example:**

Coyote ID [Redacted]

Spring 2020 Pending = Request Is Pending Approval  
Max Limit = Exceeds Withdrawal Limits

Withdraw From All

<input type="checkbox"/>	ART 395-80 ACT (41575)	Sa 9:00AM - 12:50PM Palm Dsrt Cmpps-Indn Wells 206	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input checked="" type="checkbox"/>	ECON 311-80 SEM (40546)	Sa 1:00PM - 4:50PM Palm Dsrt Cmpps-Rogers Gtwy 309	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input type="checkbox"/>	GSS 100-87 SEM (41150)	ONLINE	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input checked="" type="checkbox"/>	GSS 103-70 SEM (41289)	ONLINE	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit
<input type="checkbox"/>	HUM 325-87 LEC (44033)	ONLINE	<input type="checkbox"/> Pending <input type="checkbox"/> Max Limit

Back **Next**

Cancel

**Step 5: Read the “Acknowledgements” and select the “Check here to acknowledge” box(es). Then, select the “Next” icon.**

**Acknowledgements**

Check here to acknowledge

**Drop After Census**

You are initiating a drop after census.

If approved, a grade of W (withdrawal) will be assigned.

Check here to acknowledge

**Financial Aid**

Withdrawing from classes after census may impact your financial aid and/or scholarships.

It is recommended that you consult with the Financial Aid and Scholarships office prior to submitting a request for withdrawal.

Back

**Step 6: Read the requirements and review/confirm the “Drop After Census – Course(s) Selected” Section.**

**Example:**

## You are requesting to drop after Census.

Justification and supporting documentation is required. (PDF format recommended)

Coyote ID:  Term Spring 2020

Withdraw from All

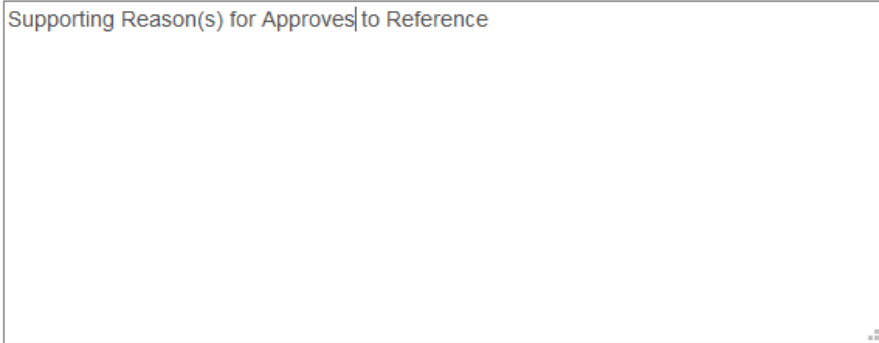
Drop After Census - Course(s) Selected	
ECON 311-80 SEM (40546)	Sa 1:00PM - 4:50PM Palm Dsrst Cmps-Rogers Gtwy 309
GSS 103-70 SEM (41289)	ONLINE

**Step 7: Indicate justification (reason) for the Drop After Census Request and attach documentation(s). Then, select the “Submit” icon.**

**Note: You are able to attach multiple files.**

**Justification**

Supporting Reason(s) for Approve|to Reference



Attach Supporting Documentation			
	File Name	Add	View
1		Add	View

Back

Submit

Cancel

**Step 8: Read the submission confirmation message. To submit another Permission Request and/or view submitted requests, select the “Return to Permission Request Summary” Icon. To return to your Student Center, select the “Return to Student Center” Icon.**

## Your Request Has Been Submitted.

### Permission to Drop After Census.

Your request will be forwarded to the Instructor and Department Chair of the class and to the College Dean of your major for final approval. Please allow a minimum of 3-5 business days for processing. You may return to the **Permission Request** summary page from 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 [registrationhelp@csusb.edu](mailto:registrationhelp@csusb.edu).

Return to Request Summary

Go to Student Center

**Step 9: You can review the status of your submitted request(s) in the “Permission Request Summary” section. In addition, you will be notified (via Coyote E-Mail) if your request was “Denied” or “Approved”.**

**Prior/Existing Requests** First ◀ 1 of 1 ▶ Last

Term Spring 2020	Seq # 1	<b>Pending</b>	<a href="#">View Request</a>		
<a href="#">View Request</a>		<table border="1"><tr><td>ECON 311-80 SEM (40546)</td><td>Sa 1:00PM - 4:50PM Palm Dsrt Cmps-Rogers Gtwy 309</td></tr></table>		ECON 311-80 SEM (40546)	Sa 1:00PM - 4:50PM Palm Dsrt Cmps-Rogers Gtwy 309
ECON 311-80 SEM (40546)	Sa 1:00PM - 4:50PM Palm Dsrt Cmps-Rogers Gtwy 309				
		<b>Pending</b>	<a href="#">View Request</a>		
		<table border="1"><tr><td>GSS 103-70 SEM (41289)</td><td>ONLINE</td></tr></table>		GSS 103-70 SEM (41289)	ONLINE
GSS 103-70 SEM (41289)	ONLINE				

**Note:**

**Pending: Drop After Census Request Pending Approval**

**Denied: Drop After Census Request Denied – View Details for Reason**

**Approved: Drop After Census Request Approved – Confirm withdrawal via Class Schedule**