



Student View: Requesting Permission to Enroll

1. Requests to add classes are now done through an online system instead of a paper form. To submit a request, go to <https://webfarm.chapman.edu/PermissionNumberRequest/> and log in using your Chapman credentials. Dropping classes, changing the class grading basis, and updating variable credit classes can still be done through your my.chapman.edu account.
2. On the Permission Number Request page, click "Create New".

Permission Number Requests

[Create New](#)

3. This page will automatically pull your basic information. You will need to enter the class information (semester, subject, class number, and section), the reason approval is needed, and the reason you want to add the class.

New Request for Permission to Add Enrollment

First Name

Jennifer

Last Name

A

Username

Student ID

Level

Phone

Semester

Subject

Class Number

Section Number

Reason for Signatures(s)*

Class is listed as "signature required"

Class is closed/waitlisted

I'm an underclassmen registering for an upper division course (300/400 level)

Class is restricted to majors/minors only (and I am not a major or minor)

I don't have the prerequisites

Reason for Request to Add

I need this course for my minor.

Create

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- Then click "Create" to submit the request. The request will be sent to the department chair for approval. If the request is approved, you will receive an email with the Permission Number to add the class in your my.chapman.edu. *This system does NOT automatically enroll you in the class, so it is the student's responsibility to enroll once the permission number is provided.* Information on how to use Permission Numbers can be found on the [Registrar website](#).
- You can see the status of your requests on the main page.

Permission Number Requests

[Create New](#)

Class	SubmittedDate	Status	Comments	Permission Number
Fall2020S-TEST-ANN-100-03	7/8/2020 5:06:52 PM	Approval Requested		
Fall2020S-TEST-JEN-100-03	7/8/2020 1:48:25 PM	Permission Number Created	okay	873751