

## ENROLLMENT PERMISSIONS VIA myWCU

**Departments may grant students permission to enroll in and/or drop restricted courses via enrollment permissions. Enrollment permissions permit students to continue with self-registration in instances where they would otherwise encounter an error message.**

Permissions may be issued in order to: override co- or pre-requisites, grant department or instructor consent, and allow students to enroll in closed courses.

### How do enrollment permissions work?

- When a student is granted permission to enroll in/drop a course, an email will be sent to their WCU email address notifying them what course they have been granted permission for and how to enroll in/drop the course.
- Students may also view their unused permissions within myWCU: under the “**My Schedule**” section, see “**My Permissions**”.
  - Once the permission has been used it will no longer display under “**My Permissions**”.
- After receiving an enrollment permission, students follow the standard procedure to search and add or drop/withdraw from the class via myWCU.
  - Students who have been given permission to enroll in a closed class will need to uncheck the “**show open classes only**” box on the Search Class Schedule page in order for their course to appear.

[https://my.wcupa.edu/psp/pprd/EMPLOYEE/SA/c/COMMUNITY\\_ACCESS.CLASS\\_SEARCH.GBL?PAPP=YES](https://my.wcupa.edu/psp/pprd/EMPLOYEE/SA/c/COMMUNITY_ACCESS.CLASS_SEARCH.GBL?PAPP=YES)

- myWCU automatically checks for permissions when a student goes to enroll in or drop/withdraw from a course. Students do not need to take any additional steps to indicate that they have permission to enroll in/drop a course.

The screenshot shows a window titled "MySchedule" with a table of classes and a "My Permissions" section below it.

Class	Schedule
ART 111-01 LEC (7928)	MoWe 12:00PM - 2:30PM E.O. Bull 132
ART 206-01 LEC (8038)	TuTh 9:30AM - 12:00PM E.O. Bull 161
CLS 255-01 LEC (3098)	MoWe 4:25PM - 5:40PM Main Hall 314
CSC 110-01 LEC (3252)	TBA

[Weekly Schedule ▶](#)

My Permissions					
Term	Subj	Cat Nbr	Section	Expire Dt	Type
2145	ART	106	01	10/02/2014	Add
2145	ACC	201	01	01/27/2015	Add