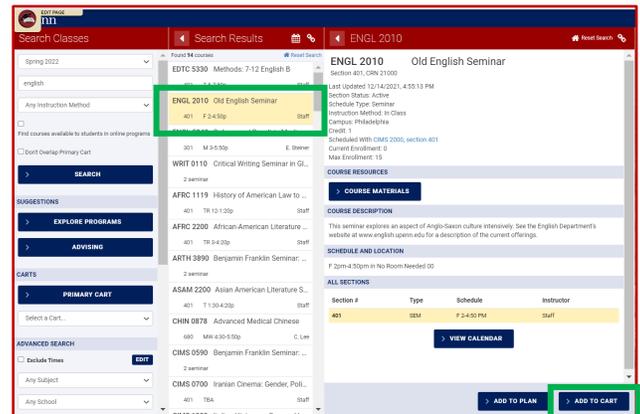


Submit a Permission Request if you have discussed the specific reason you need to take a class with the instructor or an advisor!



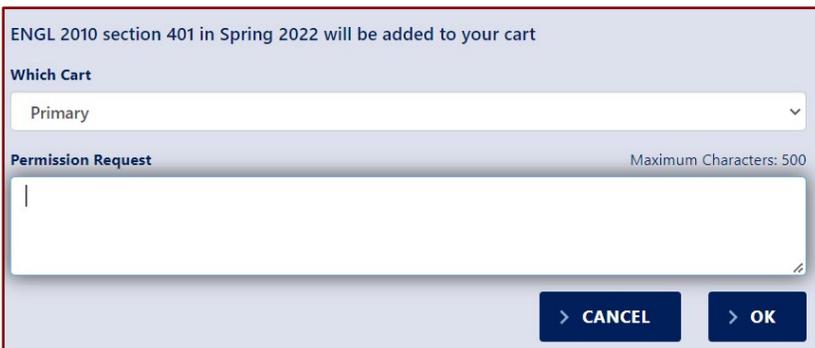
1

From Path@Penn, click **Search & Register for Classes** under **Academic Planning & Registration**



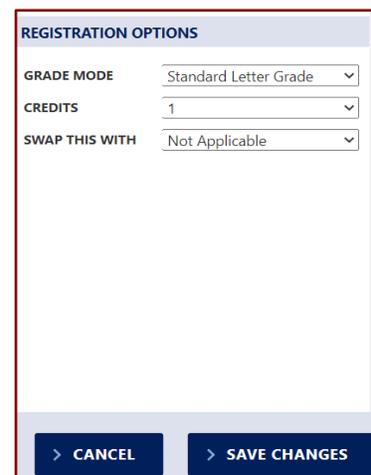
2

Search for & select the desired course to see the Course Details. Click **Add to Cart**.



3

Select the **Primary or Alternative Cart** and click the **Request Permission** button. The **Permission Request** box appears for you to enter your detailed reason for the request. Click **OK** when complete.



4

Use the **Edit Registration Options** panel to update the grade mode, credits, or to swap classes. When done, click **Save Changes**.

The class will now be in your primary cart as **Pending** with the permission request.

When a decision is made, the status will change to approved or denied.

If approved, the section is available for registration in Path.

NOTE: Some departments have a separate waitlist or permission request process. Contact the department offering a class if you have questions about your request or the request is "pending" for longer than 5 business days.