

Procedure to Request a Closed Class Permit

Sociology Department

(For Sociology Courses Only)

If you want to request a closed class permit, follow these steps:

- 1) Obtain a “Closed Class Permit Request” form on the Sociology Department web site: www.gvsu.edu/soc-dept/ under “Student Forms”
- 2) Read the criteria carefully to ensure that your request meets the requirements to the best of your knowledge.
- 3) Take the completed form to the instructor of the section of the course for which you are requesting a closed class permit, and discuss your request.
 - a) If you are requesting the closed class permit because you need the course to graduate this academic year, attach a copy of your degree evaluation from Banner to the request form. (Note that the evaluation should be printed in Landscape format to capture all necessary information.)
- 4) If the instructor supports your request, he or she will sign the form.
- 5) Turn in the signed form at the Sociology Department Office, 2270 ASH, which is open Monday through Friday from 8 am to 5 pm.
- 6) The Chair of the department will review your request.
- 7) You will receive an email concerning the outcome of your request.
- 8) If the request is approved, a closed class override will be entered into the Banner system by the department and you will be able to register for the specific section you have requested as soon as you receive the email from the department.
 - a) **Please note that you will have to register by going to the “Add or Drop Courses” screen and entering the CRN number for the section into the “Worksheet,” then clicking on “Submit Changes.”** If you try to register for the course through “Search for Classes,” you will not be able to do so as no registration check box will appear.
- 9) If your request is not approved, your faculty advisor or a professional advisor can help you explore your options. The approach that is most frequently successful is to be vigilant in regularly checking Banner for openings that may occur, especially the Monday after tuition is due. It is also very helpful to think flexibly about your schedule. See if you can rearrange your plans so that you can either take the required course later or get into an open section of the desired course. If you need the course to keep on track with a very regimented program, it might be advantageous for you to take the course in the Spring/Summer semester at an institution near your home. If this appears to be a viable option for you, check with an advisor to be sure that you would not be in violation of the Residency Requirement and would still meet the requirement for 58 credit hours at a four-year college/university. Whenever you take a course elsewhere, be very careful to check that the course would transfer to Grand Valley as the course you need. You can check for course equivalency from any Michigan 2 – or 4- year institution at: www.michigantransfernet.org