**School of Engineering Registration Permit Processing**

**Spring/Summer 2014; Fall 2014; Winter 2015**

The School of Engineering process for requesting registration permits is submitted **by e-mail only**.

Students are required to submit their request for registration permits to engineer@gvsu.edu, and include the following:

|  |  |  |
| --- | --- | --- |
| **Student Contact** | **Each Lecture course indicate** | **Each lab course indicate** |
| 1. Student name
 | 1. Lecture course: EGR xxx
 | 1. Lab course: EGR xxx
 |
| 1. G-number
 | 1. Lecture section#:
 | 1. Lab section#:
 |
| 1. Major
 | 1. Lecture CRN#
 | 1. Lab CRN#
 |
| 1. Student e-mail
 | 1. Semester
 | 1. Semester
 |
| 1. Taken EGR 289: Yes or No
 | 5. Repeating course: Yes or No | 5. Repeating course: Yes or no |

Also, include the banner error message.

The School of Engineering designated faculty will review, approve or deny registration permits.

Please allow for a 48 hour wait for a response. An emailed response informing student if the request is approved or denied will be sent.

If you have any additional questions or need additional advising assistance e-mail the School of Engineering or contact the main office at 616.331.6750

**Below is a summary of the types of permits to be approved:**

|  |  |  |
| --- | --- | --- |
| **Type of Permit** | **Approval** | **Reason for Request** |
| Capacity **CAP** | Director  | Course is closed |
| Major restriction **MAJ or** Attribute restriction | Program Chair | Request to enroll in upper division courses |
| Pre-requisite **PRE** | Program Chair | Pre-requisite is not met for course |
| Permit to register **PMT** | Director, Program Chair | Overriderequires prior approval before registering for classes, Guest Students |
| Other permit request | Advising Center, Sara Wheeler | Freshmen/Transfer Students Pre-EGR 289 |
| Graduate permit request | Charlie Standridge | Master’s Program |