Registration in Closed Classes, CC Permit

Students may register for courses that are closed or full. If the instructor gives the closed class permission, two separate actions must occur to complete registration for a closed course:

1. The instructor must put the closed class permission on the student's record in Banner.

2. Once permission has been entered, the student must register for the course. It is the student's responsibility to do so. To register, the student must add the Course Registration Number, CRN, at the bottom of the registration page, then click "submit." Students must complete the registration process for closed courses in order to receive credit for them.

NOTE: If the course requires POI and is closed, the instructor must put **both** codes on the student record before the student may register.

Registration in Permission of Instructor Classes, POI Permit

Students may register by permission of the instructor for courses that are marked POI. If the instructor gives permission, two separate actions must occur to register for a POI course:

1. The instructor must put the permission of instructor code on the student's record in Banner.

2. Once permission has been entered, the student must register for the course in order to receive credit.

NOTE: If the course is closed and also requires POI, the instructor must put **both** codes on the student record before the student may register.