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

- 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.