COLLEGE OF ARTS & LETTERS ADVISEMENT CENTER

Registration Permit Guide

Determining Your Need for a Permit Check for these designations: *Department Consent Required, Senior Standing, Upper Division Standing, and/or Instructor Consent Required.* If you're unable to enroll and don't see these designations, check the common error messages in the registration guide.

Department Permit Request Process: Contact the designated representative for each department via email and follow the instructions, or alternatively, complete the department forms linked below.

Department	Contact	Instructions
Arts and Letters (AL)	Leticia Ramirez lramirez@calstatela.edu	Provide Name, CIN, and course number/section number (e.g., AL 1010-01). Receive an email in 1-2 business days. Follow up if no response in 3 days.
Art **(ART)**	Angie Cota acota12@calstatela.edu	Provide Name, CIN, and course number/section number (e.g., ART 4920-03), and reason for permit. Indicate completion or pending of prerequisites. For "supervision courses," (ART 4950, ART 4990 etc.) be sure the course is on your degree plan, then download and fill out the corresponding form. Art Department Permit Request - Spring 2027 Forms require agreement from a faculty member who is willing to serve as your supervisor. Email the form to Angie Cota, who will get electronic signatures and assign a permit. Expect email within 3 days. Follow up if no response in 3 days. To add a full section, you must sign up for the wait list on GET, attend the class, and email the instructor to inform them of your intent to add course. Wait lists are automated in GET and instructors cannot add you in their courses.

COLLEGE OF
ARTS & LETTERS
ADVISEMENT CENTER

Department	Contact	Instructions
Communication (COMM)	Yen Hua yen.hua2@calstatela.edu Sthepania Recinos smarti305@calstatela.edu	Include Name, CIN, course number/section number (e.g., COMM 3000-01), registration date, email address. Indicate completion of prerequisites. Receive email within 3 business days. Follow up if there is no response.
English (ENGL)	Jenise Vargas jvarga248@calstatela.edu Sthepania Recinos smarti305@calstatela.edu	Complete and submit the permit request form: Permit Request for English & Modern Languages Departments ***Receive an email within 3 business days regarding the status of the permit request.***
Liberal Studies (LBS)	Lizette Rivera LiberalStudies@calstatela.edu	Provide CIN and course number/section number (e.g., LBS 4890-01). Receive email within 1 business day.
Modern Languages and Literature (MLL)	Jenise Vargas jvarga248@calstatela.edu Sthepania Recinos smarti305@calstatela.edu	Complete and submit the permit request form: Permit Request for English & Modern Languages Departments ***Receive an email within 3 business days regarding the status of the permit request.***
Music (MUS)	Moses You Myou7@calstatela.edu	Complete and submit the Music Permit Form Spring 2027 on the Department of Music Canvas page.

COLLEGE OF
ARTS & LETTERS
ADVISEMENT CENTER

Philosophy (PHIL)	Lizette Rivera LiberalStudies@calstatela.edu	Include Name, CIN, and course number/section number (e.g., PHIL 4990-01). Receive email within 3 business days.

Department	Contact	Instructions
Television, Film, and Media Studies (TVF / JOUR)	Eliel Beltran ebeltr37@calstatela.edu	Complete and submit the permit request form: • Spring 2027 Permit Request Receive an email within 3 business days regarding the status of the permit request. If no response within 4 business days, please contact, Eliel Beltran Please do not resubmit your permit request in the TVFM Permit Form, as this will delay your permit.
Theatre and Dance (TA / DANCE)	TAD@calstatela.edu	Email with name, CIN, and course number/section number (e.g., TA 3900-01) for desired classes. For courses like TA 4100, enrollment is by audition only. Students cast in TAD productions will be issued a permit. Expect email within 3 business days. Follow up if there is no response.

COLLEGE OF
ARTS & LETTERS
ADVISEMENT CENTER

Dr. Alejandra Marchevsky WGSS@calstatela.edu **Women's, Gender, and Sexuality Studies (WGSS)**	Email full name, CIN #, and course number/section number (e.g., WGSS 2000-03). ***WGSS courses with pre-requisites***: To enroll in WGSS 3000, a student must have completed WGSS 2000. To enroll in WGSS 4000, a student must have completed WGSS 3000. Permits to enroll in WGSS 3000 and 4000 will be approved infrequently under special circumstances. Graduate students may enroll in WGSS 4000 without the prerequisite. For closed sections, sign up for the waitlist on GET and contact the instructor after the semester begins.