Department of History: How to request a PERMIT for a <u>G</u>RADUATE level History course

1. EMAIL instructor of the course you want to add from your U of M email address.
   a. The easiest way to email your professor is to click on the envelope icon next to the professor's name *while you are in MyMemphis looking at the courses.* This action will open up an email message. Use this email address to make your request.
2. In SUBJECT line of your email, type in REQUEST PERMIT
3. In body of email, type the following:
   a. Your NAME
   b. The Course Title
   c. Your reason for requesting permit
   b. Your U number - this number starts with a U with 8 digits after, and it can be found on your U of M ID card.
   d. The Course Number and the Section Number
   f. The Course CRN
4. Send your email to the professor.
   a. Allow 48 hours (or at least 2 BUSINESS DAYS) for an email response from the professor.
5. If you receive permission to add course:
   a. Forward the professor's response email (where he/she agrees to give you a permit) to: mkmiller@memphis.edu
   b. This is the email of **Ms. Karen Jackett**. She will enter the permit, which will allow you to register.
6. Please allow 3- 5 business days for each permit to be processed.
   a. The History department is not responsible for any late registration fees that may be incurred due to delayed permit issuance. You are responsible for requesting a permit in a timely manner (at least five days in advance) to insure timely registration for your courses.
7. When the permit has been entered, Ms. Jackett will email you to let you know that you can register for the class.