

PLEASE READ AND FOLLOW ALL THE INSTRUCTIONS BELOW

THESE INSTRUCTIONS APPLY TO STUDENTS WHO NEED TO PROVE

PRE-REQUISITES HAVE BEEN MET

If students are taking a prerequisite class in the semester prior to their enrollment at CSUN, they will NOT be able to register for the class at CSUN since the prerequisite has not been met.

If a student cannot register for a specific class, it is because departments have their *restrictions* per course or require the *prerequisite to have been met*. This will prevent students from registering for that class. **However, if a student has already taken the prerequisite class in a prior semester and the grade shows on their transcript,** students need to request a permission number directly from the professor teaching the class. If a Professor is able to give out a permission number, students can use that permission number to register for the class.

Students can find out what a professor's email address and information is by going to the CSUN home page at www.csun.edu, **click on directory at the top of the web page.** The student needs to email the professor with a copy to patricia.aguirre@csun.edu and explain they are an incoming international exchange student who has taken the prerequisite class at their home campus and ask for a permission number. You can also send the Professor the **support letter**, if necessary. Students should see the name of the Professor teaching the class when they try to enroll. If there is no name provided for the Professor and it just says Staff, students must call the Department to find out who is teaching the class. To find the Department's email address and phone number, students need to go to www.csun.edu A-Z (at the top of the web page) and search for the relevant Department there.