

**PLEASE READ AND FOLLOW ALL THE INSTRUCTIONS BELOW**

**THESE INSTRUCTIONS APPLY TO STUDENTS WHO NEED TO PROVE**

**PRE-REQUISITES HAVE BEEN MET**

**If you are taking a prerequisite class in the semester prior to you enrollment at CSU Northridge (CSUN) you will NOT be able to register for the class at CSUN since the prerequisite has not been met.**

If you 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 you from registering for that class. **However, if you have already taken the prerequisite class in a prior semester and the grade shows on the official transcript that has already been submitted to CSUN,** you need to request a *permission number* directly from the professor teaching the class by sending him/her an email. You should be able to see the name of the Professor teaching the class when you try to enroll. To can find out what a professor's email address is visit CSUN home page - [www.csun.edu](http://www.csun.edu), then **click on "Directory" at the very bottom of the web page**. Send the Professor an email and copy (CC) [eleanor.wolgast@csun.edu](mailto:eleanor.wolgast@csun.edu) and explain that you are an incoming international exchange student who has taken the pre-requisite class at their home campus and ask for a permission number. You can also send the Professor the **support letter**, which can be obtained from Eleanor.

If there is no name provided for the Professor and it just says Staff, you can email or call the Department to find out who is teaching the class. To find the Department's email address and phone number, visit [www.csun.edu](http://www.csun.edu). Select "A-Z" (at the very bottom of the web page) and search for the relevant Department.

If a Professor is able to give out a permission number, you can use that permission number to register for the class. Please bear in mind that sometimes Professors do not give out permission numbers until the first day of class. Therefore, you are advised to enroll in whatever classes you can enroll in **NOW**. You will have until the end of the fourth week of classes to add or drop any classes.