

## **MATHEMATICS-NB SPECIAL PERMISSION PROCESS**

<http://math.rutgers.edu/specperm.html>

There are three kinds of special requests students may need to make to the undergraduate office to gain admittance to certain courses.

- Admission to **closed sections** of regular courses requires a special permission number.
- Admission to courses for which the **prerequisites** have been filled in an unusual way may require a *prerequisite overrides*.

### **SPECIAL PERMISSION FOR CLOSED SECTIONS**

A student should seek this form of special permission only *after* trying to register through the Rutgers Touchtone Registration System (732) 445-1999 or the Rutgers Web Registration System [Rutgers Web Registration](#) and finding that all sections that he or she can take are closed.

#### **Fall and Spring Terms**

- **Who:** Matriculated undergraduates should request special permission for admission to closed sections using the automated special permission system. (*Non-matriculated students should request special permission by completing the special permission form available in the Mathematics Undergraduate Office, Hill 303*)
- **When:** The system is available from the first day of classes until the last day to drop classes without a W.
- **How:** <http://math.rutgers.edu/specperm.html>. Students using this system DO NOT need to have their own computer accounts or e-mail addresses; they only need access to the web which is available on all campuses.
- **These requests can be submitted only during the first week of classes.**

**Summer Term:** contact [ugvcsp@math.rutgers.edu](mailto:ugvcsp@math.rutgers.edu)

### **PREREQUISITE OVERRIDES**

A student who is unable to register for a course because he or she lacks the proper prerequisites should *not* request a special permission number. Under some circumstances—for example, if the student has taken appropriate prerequisite courses elsewhere, and these are not yet credited to his or her Rutgers transcript—a *prerequisite override* form may be obtained from a mathematics department advisor:

<http://www.math.rutgers.edu/undergrad/AdvSched.html>.