

Emerson College

Online Permission Instructions

Registration permissions take place exclusively online as a result of Emerson's conversion to the BANNER system.

Who Can Grant Which Permission?

Registration Restriction	Permission Granter
Class is restricted to a specific population (e.g.- Freshman only, Seniors only)	Department Chair
Student wishes to over enroll in a full class.	Instructor
Student wishes to register for more than one section of a course (e.g. topics courses)	Department Assistant
Course is restricted to a specific major and a non-major wishes to add the class	Department Chair
Student does not have the proper pre-requisites	Department Chair
Course requires special approval to register (e.g. Dance Coordinator Permission, etc.)	Person designated as approver

The Permission Granting Process

- If you feel that it is appropriate to grant a student one of the above permissions, you will need to email your Department assistant the name of the student, the course code, CRN and the type of permission that you are granting.
- The Department assistant will apply your permission online to the student's account.
- The student will then receive an email indicating that online permission has been granted and is responsible for registering him or herself in the course online. Please remember that during the second week of add/drop every semester, online registration is turned off, so students will need to visit the Student Service Center in order to have a class added to their schedule.

Note: The Faculty's/Department Chair's role in the permission granting process does not change once the semester begins. You will still only need to email your permission to your Department's assistant.

Contact Information for Department Assistants

Department	Department Assistant	Email Address
Communication Disorders	Gil Forsyth	Gilbert_Forsyth@emerson.edu
Communication Studies	Tracy Tan	Xiao_Tan@emerson.edu
Institute for Liberal Arts	Lindsey Schrott	Lindsey_Schrott@emerson.edu
Journalism	Colleen Kelly	Colleen_Kelly@emerson.edu
Marketing Communication	Tess Fallon	Tess_Fallon@emerson.edu
Performing Arts	SiouxSanna Ramirez-Cruz	S_Ramirez_Cruz@emerson.edu
Visual & Media Arts	Allison Nichols	Allison_Nichols@emerson.edu
Writing, Literature & Publishing	Arlene Lyons	Arlene_Lyons@emerson.edu