

# PERMISSION NUMBER

You will need a permission number after the fourth day of classes. Permission numbers are distributed by Lydia Keema, Coordinator of Supplemental Workshops

Email: [lkeema@calpoly.edu](mailto:lkeema@calpoly.edu)

Office: 35-112

*PLEASE NOTE: If you have an academic Time Conflict, you do not need a permission number. Please refer to the Time Conflict tutorial for further assistance.*

## TWO WAYS TO GET A PERMISSION NUMBER

- Email Lydia about getting a permission number and include your EMPL ID and Workshop you want to join (i.e. Math 151-01, SCM 150-02). She will give you a permission number as well as instructions on how to add workshop through your Student Center
- OR
- Visit the Academic Skills Center (35-112) between 9am-5pm to receive a permission number in person

# TIME CONFLICT FORM

- A Time Conflict form is required if you are enrolled in a class that overlaps the workshop you wish to join. A Time Conflict form is not necessary for non-academic time conflicts (i.e. WOW training)
- Fill out the form at: <https://registrar.calpoly.edu/time-conflict-request-form>
- Two Signatures required:
  - Professor from class you are enrolled in during workshop time
  - Workshop Coordinator (signs as Instructor for the workshop)
- The following Time Conflict requests will be approved:
  - 20-minute class time overlap
  - Enrolled in a class that only meets in-person a few times in the quarter
  - Enrolled in a class that plans to get out early each week
  - Enrolled in a class that meets asynchronously instead of indicated time on schedule
- Need help? Reach out to Lydia Keema, Supplemental Workshops Coordinator, for more assistance. Her email is: [lkeema@calpoly.edu](mailto:lkeema@calpoly.edu)