

IME Permission # Student FAQ's

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Q1: Why does the form have me Login with my Cal Poly email? What if I do not want to use my Cal Poly email?

A1: The form requires all students to use their Cal Poly email for security.

Q2: How long does it take to receive a response on a "Request for Permission # Form"?

A2: Generally you should receive a response within a few days of submitting your "Request for a Permission # Form. Responses are provided on a first come, first serve basis depending on when we receive the Request. IF you do not receive a response after 3 days, contact Stephanie Allen at sallen@calpoly.edu.

Q3: When should I begin to fill out the form?

A3: On the first day the form is open for registration. Check the IME E-Blast and the IME web page for the dates the form is open/closed. Please do not fill out a form without being on a waitlist for the class. The Request for a permission # form will not supersede the waitlist.

Q4: Who will the email come from?

A4: The email comes from "Microsoft Power Apps and Power Automate microsoft@powerapps.com". The email will **NOT** come from sallen@calpoly.edu.

Q5: Should I still email the instructor/IME administration after filling out the form regarding obtaining a permission #?

A5: You do not need to email the instructor/IME administration after filling out the form. Faculty & the IME Administration will be able to see all the information you entered in the form. Be sure to fill out your form with as many details as needed and completely.

Q6: What do I do if I accidentally entered the wrong information in my form?

A6: Start another form and in the section "Other", Enter "corrected request to Previous Request". This will inform the office to stop working on the first request and to complete the Corrected Request.

Q7: My request was denied, should I submit another request for a permission # so that they will approve it?

A7: If you feel that it is not clear why you were denied, submit a 2nd request and include the reason for denial.