<u>IME **Permission** Number Student FAQs</u>

Q: Why does the form have me login with my Cal Poly info? What if I do not want to use that email?

A: The form requires you to login with your Cal Poly information. This is to ensure the instructors and faculty can access the correct information for you.

Q: How long will it take to get a response on whether I receive a permission number or not?

A: Generally, you should receive a response within 72 hours (3 days). We will make every attempt to close out requests before the 72 hour period. We will have some cases that may take longer due to the complexity of the request.

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

A: 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.

Q: Who will the email come from?

A: The email comes from "Microsoft Power Apps and Power Automate <microsoft@powerapps.com>." The email will NOT come from "sallen@calpoly.edu" like it has in the past.

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

A: You do not need to email the instructor/IME administration after filling out the form.

Faculty and IME administration will be able to see all the information you enter in the form.

Please fill out the form with as many details as needed and completely.

Q: Many days have passed with no response. What can I do to follow up?

A: First, make sure to check your Spam or Clutter Folders for the response if you do not see it in your In Box. Second, email Stephanie Allen at sallen@calpoly.edu for a follow up.

Q: I accidently entered the wrong information in my form. What do I do?

A: Please start another form and in the section Other, Enter Correction to Previous Request. This will let the IME office know to stop working on the first request and to complete your Corrected Request for a Permission #.

Q: I need to provide additional details to the faculty about my reason for needing a permission number. How can I do that?

A: In the form, there is space provided for you to provide additional details to faculty/administration. This could be very important in completing the permission # request in a timely manner.

Q: I do not understand why they denied my request? Should I submit another request so they will approve it?

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