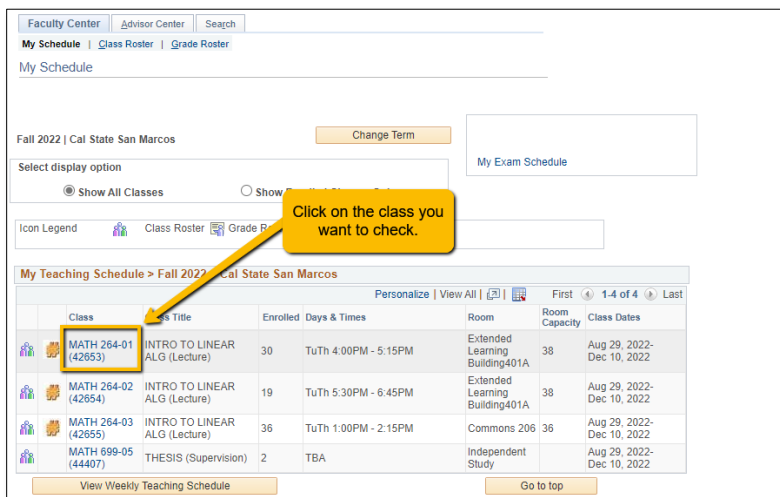


# OPEN vs CLOSED

Go into the Faculty Center in MyCSUSM to see whether students can enroll in your course without a permission number in the first week of add/drop (OPEN).

## Step 1.

- Log in to my.csusm.edu and go to your Faculty Center. Click on the blue link under “My Teaching Schedule” for the class you wish to review. Example in screenshot below:
- (NOTE: The Room Capacity, total number of students that can fit in the room, is available here.)



## Step 2:

- Check to see if the class is open or closed. This will show next to **Status:** in the Class Details section. Open classes have a green circle, and their status is listed as “open.” Closed classes have a blue box, and their status is listed as “closed.”

**Status can change during the first week of instruction.** Consider not issuing permission numbers until the second week of instruction.

