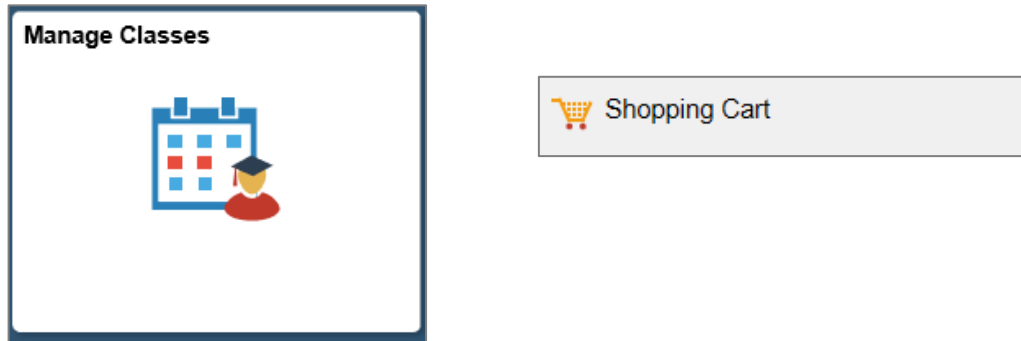


## Adding a Class from the Shopping Cart Using a Permission Number

If the class is already in your shopping cart and you want to enter a permission number, begin by navigating to the Manage Classes tile on your Student Homepage and click on the Shopping Cart page.



Select the class that you have the permission number for and click on the **Change Preferences** link.

The screenshot shows the 'Shopping Cart' page. At the top, there's a navigation bar with 'Student Homepage' and 'Shopping Cart'. Below that, it says '2019 Fall Undergraduate'. On the left is a sidebar with links: 'Class Search and Enroll', 'Browse Course Catalog', 'Schedule Builder (Link)', 'Course History', 'Enrollment Dates', and 'View My Classes'. On the right, there are 'Enroll' and 'Delete' buttons. Below these is a table titled 'Your Shopping Cart'.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Closed	<a href="#">Lecture-Class # 29577</a>	AAAS 323 African-American Studies In:	NonStandard Session	To be Announced	On-line Lawrence	S. Nghoh	3.00	Closed	<a href="#">Change Preferences</a>
<input type="checkbox"/>	Closed	<a href="#">Lecture-Class # 28220</a>	BIOL 100 Principles of Biology	NonStandard Session	To be Announced	On-line Lawrence	T. Marriage	3.00	Closed	<a href="#">Change Preferences</a>

Input the Permission Number granted by your department/school and click **Save**. Note: Lectures with combined discussions or labs will only appear in one row should only require one permission number.

The screenshot shows a 'Preferences' dialog box. At the top left is a 'Cancel' button and at the top right is a 'Save' button. The title is 'Preferences'. Below the title, it says 'The following class information can be amended'. Then it shows 'AAAS 323 African-American Studies In: \_\_\_\_\_'. Underneath is a section titled 'Class Preferences' with a dropdown arrow. Below that, it says 'Lecture-Class # 29577 - Closed'. Then there is a field for 'Permission Number' with an information icon. The field contains the number '141650'.

Make sure that the class is selected and click on **Enroll**.

The screenshot shows the 'Shopping Cart' page. At the top, a green notification bar reads 'Class Preferences Successfully Updated'. Below this is a sidebar with navigation options: 'Class Search and Enroll', 'Browse Course Catalog', 'Schedule Builder (Link)', 'Course History', 'Enrollment Dates', and 'View My Classes'. The main content area is titled 'Your Shopping Cart' and contains a table with the following columns: Select, Availability, Class, Description, Session, Days and Times, Room, Instructor, Units, Seats, and Preferences. Two rows are visible in the table:

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input checked="" type="checkbox"/>	Closed	Lecture-Class # 29577	AAAS 323 African-American Studies In:	NonStandard Session	To be Announced	On-line Lawrence	S. Ngho	3.00	Closed	<a href="#">Change Preferences</a>
<input type="checkbox"/>	Closed	Lecture-Class # 28220	BIOL 100 Principles of Biology	NonStandard Session	To be Announced	On-line Lawrence	T. Marriage	3.00	Closed	<a href="#">Change Preferences</a>

At the top right of the table area, there are two buttons: 'Enroll' (highlighted in green) and 'Delete'.

You will receive a confirmation if your class was added successfully. If the submission was unsuccessful, the message will give you further information as to why.

The screenshot shows the 'Confirmation' page. A green notification bar at the top reads 'This class has been added to your schedule.' Below this, the sidebar shows 'Class Search and Enroll', 'Browse Course Catalog', and 'Schedule Builder (Link)'. The main content area features a green checkmark icon followed by the text: 'AAAS 323 - African-American Studies In: \_\_\_\_\_' and 'This class has been added to your schedule.'