Adding a Class from the Shopping Cart Using a Permission Number
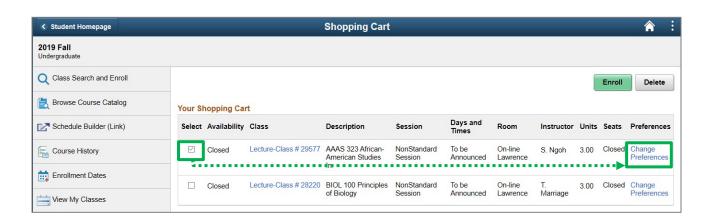
There are two ways that a student can receive permission into a class. The traditional method involves inputting a permission number into the system as the student enrolls. Instructions on how to add that number to a class that is already in your shopping cart is included in this guide.

Scheduling Officers for the class may also elect to grant student-specific permissions. Once these permissions are granted, the student will be able to enroll without inputting a specific 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.

Input the Permission Number granted by your department/school and click Save.

A few things to note:

☐ Lectures withcombined discussions or labs will only appear in one row should only require one permission number.

☐ Students given student-specific permissions will not be required to have a permission number to enroll. Please contact your department's Scheduling Officer if you run into any issues.

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

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.