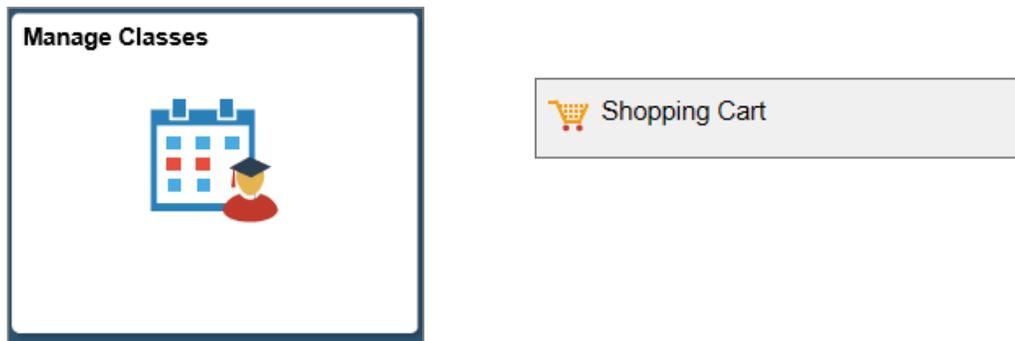


Adding a Class from the Shopping Cart Using a Permission Number

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.

Shopping Cart

2019 Fall Undergraduate

Class Search and Enroll Enroll Delete

Browse Course Catalog

Schedule Builder (Link)

Course History

Enrollment Dates

View My Classes

Your Shopping Cart

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	NonStandard Session	To be Announced	On-line Lawrence	S. Ngoh	3.00	Closed	Change Preferences
<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	Change Preferences

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

A few things to note:

- Lectures with combined 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.

Cancel
Preferences
Save

The following class information can be amended

AAAS 323 African-American Studies In: _____

▼ **Class Preferences**

Lecture-Class # 29577 - Closed

Permission Number i

141650

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

Student Homepage
Shopping Cart
⌵

Class Preferences Successfully Updated

- [Class Search and Enroll](#)
- [Browse Course Catalog](#)
- [Schedule Builder \(Link\)](#)
- [Course History](#)
- [Enrollment Dates](#)
- [View My Classes](#)

Enroll
Delete

Your Shopping Cart

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. Ngoh	3.00	Closed	Change Preferences
<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	Change Preferences

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.

Student Homepage
Confirmation
⌵

This class has been added to your schedule.

- [Class Search and Enroll](#)
- [Browse Course Catalog](#)
- [Schedule Builder \(Link\)](#)

✓ AAAS 323 - African-American Studies In: _____

This class has been added to your schedule.