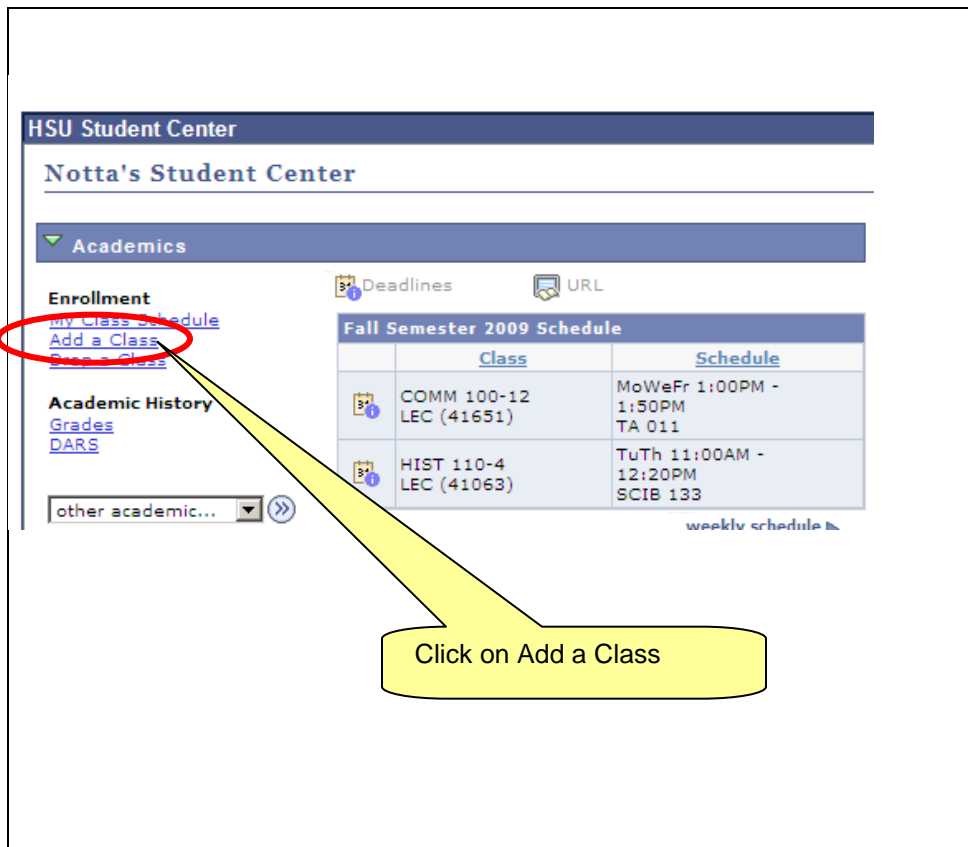


Add Class Using a Permission Number

This guide outlines the process for students to **add a class using a permission number** through the Student Center.

- Permission numbers are an electronic authorization given to students to add a course where **instructor and/or department approval is needed**.
- **Permission numbers can be used to override course requisite.**
- Permission numbers can be obtained from the class instructor or department office.

Instructions



The screenshot shows the HSU Student Center interface. The 'Add a Class' link is circled in red. A yellow callout box points to the link with the text 'Click on Add a Class'.

Fall Semester 2009 Schedule		
	Class	Schedule
	COMM 100-12 LEC (41651)	MoWeFr 1:00PM - 1:50PM TA 011
	HIST 110-4 LEC (41063)	TuTh 11:00AM - 12:20PM SCIB 133

If you need permission to add the class because consent is required, you can obtain a permission number from the class instructor or department. Verify the Class Nbr. that you intend to enroll in with the instructor or department. In many cases, you need to get both the Class Nbr. and Permission number from the instructor or department.

In all situations to enroll in a course requiring consent, you will need the Class Nbr. and a Permission number.

Go to the Student Center and click on the Add a Class link

my class schedule class search add drop edit

Add Classes

1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

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Add a class using one of the following:

Search for Class Search for Classes

Enter Class Nbr

Fall Semester 2009 Enrollment Shopping Cart
Your enrollment shopping cart is empty.

My Fall Semester 2009 Class Schedule

Enrolled Dropped

Class	Description	Days/Times	Location	Instructor	Units	Status
ANTH 104-1 (41033)	Cultural Anthropology (Lecture)	TBA	TBA	Staff	3.00	<input type="button" value="X"/>
COMM 100-12 (41651)	Fund Speech Comm (Lecture)	MoWeFr 1:00PM - 1:50PM	TA 011	S. Dobie	3.00	<input checked="" type="checkbox"/>
HIST 110-4 (41063)	U.S. History to 1877 (Lecture)	TuTh 11:00AM - 12:20PM	SCIB 133	G. Olson-Raymer	3.00	<input checked="" type="checkbox"/>

Enter a class number and click on enter or use the Class Search

Enter the Class Nbr for the course.

** Some courses are not listed through the Class Search. When getting permission to enroll in Independent Study, Directed Study, Thesis, Internships, etc, get the Class Nbr and a Permission number from the instructor and/or department.

my class schedule class search add drop edit

Add Classes

1. Select classes to add - Enrollment Preferences

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BIOL 499 - Directed Study

Class Preferences

BIOL 499-10 Sup Open

Permission Nbr

Grading Letter Grades (All Careers)

Units 1.00

Instructor Frankenstein, II, Harold

CANCEL PREVIOUS NEXT

Section	Component	Days & Times	Location	Instructor	Start/End Date
10	Sup		TBA	Harold Frankenstein, II	8/24/2009 - 12/18/2009

My Class Schedule Class Search Add Drop Edit

go to ...

Enter the permission number and click on Next

NOTE: Be sure to enter the permission number that was given to you for this particular class. If you don't, you'll receive a message about "Instructor Consent Required. You must obtain permission to take this class. If you have permission number, click fix errors, click the class link, enter the number and resubmit."

Add Classes

1. Select classes to add

Put classes in your Shopping Cart and when you are satisfied with your class selections, proceed to step 2 of 3.

BIOL 499 has been added to your enrollment shopping cart. Add more classes or click Proceed to Step 2 to continue processing your enrollment.

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Add a class using one of the following: Search for Class Search for Classes search Enter Class Nbr enter

Fall Semester 2009 Enrollment Shopping Cart

Open Closed

Table with columns: Delete, Class, Description, Days/Times, Location, Instructor, Units, Status. Row: BIOL 499-10 (43702), Directed Study (Sup), TBA, H. Frankenstein, II, 1.00

PROCEED TO STEP 2 OF 3

As shown here, a small box highlighted in green color will confirm the add, click on PROCEED

Add Classes

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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Open Closed

Table with columns: Class, Description, Days/Times, Location, Instructor, Units, Status. Row: BIOL 499-10 (43702), Directed Study (Sup), TBA, H. Frankenstein, II, 1.00

CANCEL PREVIOUS FINISH ENROLLING

Click on FINISH ENROLLING

Notta Lumberjack

go to ...

my class schedule class search add drop edit

Add Classes

1 2 3

3. View results

View the following status report for enrollment

A check mark in the Status confirms enrollment

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Success: enrolled Error: unable to add class

Class	Message	Status
BIOL 499	Success: This class has been added to your schedule.	Success



MY CLASS SCHEDULE

My Class Schedule Class Search Add Drop Edit

go to ...

As shown here, a green check mark will appear in the Status column confirming enrollment.