# Registration - Adding Classes Using Permission Numbers Guide

## Contents

<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Introduction</td>
<td>2</td>
</tr>
<tr>
<td>Navigating to PeopleSoft</td>
<td>3</td>
</tr>
<tr>
<td>Navigating to the Student Center</td>
<td>4</td>
</tr>
<tr>
<td>Registration Using Permission Numbers</td>
<td>5</td>
</tr>
<tr>
<td>Adding Classes to the Shopping Cart</td>
<td>5</td>
</tr>
<tr>
<td>Utilizing the Permission Number</td>
<td>7</td>
</tr>
<tr>
<td>Enrolling in Classes</td>
<td>8</td>
</tr>
</tbody>
</table>
Introduction

This guide outlines the process for students to register or add classes using a permission number through Student Center self-service.

Permission Numbers are an electronic authorization given to students to add a closed or restricted class and can be used instead of Add Forms.

Permission numbers can be obtained from the class instructor. If the instructor does not wish to use permission numbers, the student must complete an Add Form and obtain the instructor’s signature before submitting the completed form to Enrollment Services.

Note: If a class has a space available, with no waitlist, students may add the class through the last day of the open add period (i.e., the 10th day of classes for the Fall or Spring term) and may add through Census Date with a signed and completed Add Form. Permission numbers are only scheduled to work through the 10th day of instruction—a late fee is assessed after this date.
Navigating to PeopleSoft

The **Student Center** is accessible from within **PeopleSoft**. You can navigate to PeopleSoft using the links found on your **myStanState dashboard**.

Using your preferred internet browser, navigate to [my.csustan.edu](http://my.csustan.edu) and log in using your Stanislaus State credentials. You will be prompted to log in using Multi-Factor Authentication (MFA). For more information or help with issues involving MFA, please contact OIT.

Upon logging in, you will see your **Student Dashboard**. Scroll down and locate the box within your **Student Dashboard** with the header labeled **PeopleSoft**. Within the **PeopleSoft** box will be a header labeled **PeopleSoft Single Signon**. Click the link below this header labeled **MyStanState Student Center** to navigate into **PeopleSoft**.

Note that the PeopleSoft link will open a new tab or window. If you have a pop-up blocker, you may need to disable it to allow the window to open. You may also be prompted to log in again with your Stanislaus State credentials.
Navigating to the Student Center

Upon login, you will land on your Student Homepage within PeopleSoft.

Click on the tile labeled Classic Home to enter PeopleSoft and navigate to your Student Center—the Student Center screen will display by default.
Registration Using Permission Numbers

You may need permission to add a class for several reasons, including but not limited to:

- The class section is full.
- You are on the waitlist for a class section.
- There is a restriction put on enrollment for the class section.
- Consent is required to enroll in the class section.

You can obtain a permission number directly from the class section instructor. Upon receiving a permission number, navigate to the Student Center Enroll Page and add the class using the number.

**Note:** the permission number an instructor gives you will only work for the specific class section the instructor is teaching.

Adding Classes to the Shopping Cart

Classes are added to the **Shopping Cart** for enrollment via the **Enroll** page. The **Enroll** page is accessible from the **Student Center** Academics menu, as well as from the **Search** and **My Academics** pages via the tabs at the top of the page.
If prompted, select the Term for which you are registering for classes.

You may receive friendly reminders from your institution prior to entering the Add Classes registration area—please read the messaging and click the confirmation button as necessary.

You will be defaulted to the Add Classes page, where you will be able to enter the Class Nbr of the class section you intend to enroll in, if you have it. If you do not have the 5-digit Class Nbr, you can click the Search button to look up available sections of your desired class.

After entering the Class Nbr into the Enter Class Nbr field, click the Enter button to add the class to your shopping cart.
To use a permission number to add a class you are already on the waitlist for, enter the **Class Nbr** of the waitlisted class into the **Class Nbr** field and continue the process as if you are adding it again to your shopping cart.

If the class you are enrolling in requires an additional section (e.g., a laboratory or activity section in addition to the lecture section), you will be prompted to select a corresponding section for enrollment. Select from the available options according to your personal schedule and then click **Next** to continue with enrollment.

**Utilizing the Permission Number**

If a **Permission Number** is necessary for enrollment, enter it in the **Permission Nbr** field prior to continuing with the registration process.
Review and confirm the information on the Enrollment Preferences page and then click Next to proceed to the next step and add the section to your Shopping Cart.

Be sure to enter the permission number that was given to you for this particular class. Using permission numbers for other class sections will result in an error message stating the permission number has expired or is invalid.

NOTE: Adding a class to your shopping cart does not guarantee or confirm your seat in the class. You must complete the registration process to guarantee a spot in your desired section.

Multiple class sections can be added to your shopping cart prior to completing the registration process, but we recommend fully enrolling in a section before continuing to browse the catalog.

To remove a class section from your shopping cart, click the garbage can icon under the column labeled Delete in the shopping cart.

Enrolling in Classes
To complete the registration process and secure your seat in your desired class section, click the Proceed to Step 2 of 3 button below the shopping cart.
Confirm the class information displayed and then click the Finish Enrolling button to finalize the registration process. If you wish to go back to the shopping cart, click the Previous button. If you wish to exit the registration process altogether, click the Cancel button.

2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

You will be taken to a confirmation screen with the results of your enrollment. If you are successfully enrolled in your desired section, there will be a Green Checkmark in the Status column of the results.

3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

If there was a problem in the enrollment process (e.g., a scheduling conflict or a unit load exceeding the maximum limit allowed for a term), a Red X will be displayed in the Status column.
of the results. Details on the enrollment error will be displayed in the Message column of the results.

3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>MATH 1600</td>
<td>Error: Unable to complete your request. You do not have access to perform this transaction at this time.</td>
<td>✗</td>
</tr>
</tbody>
</table>

The message error will help you identify what needs to be remedied before proceeding with the enrollment.

For questions or assistance, contact Enrollment Services (209) 667-3264