Add Class Using Permission Number

This guide outlines the process for students to **add class using permission number** through myCSUSTAN Student Center self service for Fall 2008.

- Permission numbers are an electronic authorization given to students to add a **closed or restricted** class and can be used instead of Add Forms.
- **Students can use the permission number to add the desired class using the myCSUSTAN Student Center.**
- Permission numbers can be obtained from the class instructor. **If the instructor does not wish to use permission numbers, student must complete an Add Form and obtain the instructor’s signature then bring the form to Enrollment Services.**

**NOTE:** If a class has space available, with no waitlist, students may add the class through the last day of the open add period (which is the 10th day of classes for Fall/Spring), and may add through census date with an Add Form and signature from the instructor. Permission numbers are only scheduled to work through the 10th day of instruction–this is because of a late fee that is assessed after that date.

**Add Class Using Permission Number:**

If you need permission to add the class (because the class is full, there is a restriction, or consent is required), you can obtain a permission number directly from the class instructor.

If the instructor provides you a permission number, you can go to the Student Center and add the class using the permission number.

If the instructor signs an Add form in place of giving you a permission number, then take the Add form to Enrollment Services.

If you’re using a permission number, you can continue to add the class by accessing your myCSUSTAN Student Center, click on Add a Class.

Following are screen examples:

- To Add a class you are wait listed, enter the class number and click on Enter.
Add Class Using Permission Number:

- Make selection as relevant for the class. Click on Next to go to the next step.

- 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 "permission number has expired or is invalid".
Add Class Using Permission Number:

- As shown here, a small box highlighted in green color will confirm the add, click on PROCEED TO STEP 2 OF 3.

Add Class Using Permission Number:

- Click on FINISH ENROLLING.
Add Class Using Permission Number:

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

Add Class Using Permission Number:

- If you check your class schedule, you'll see that you are no longer on the Waitlisted status, but enrolled.