



## 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 10<sup>th</sup> 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 10<sup>th</sup> day of instruction--this is because of a late fee that is assessed after that date.

### Add Class Using Permission Number:

The screenshot shows the 'Student Center' interface. Under the 'Academics' section, there is an 'Enrollment' link. Below it, the 'Add a Class' link is circled in red. A yellow callout bubble with the text 'Click on Add a Class' points to this link. To the right, a 'This Week's Schedule' table is visible.

Class	Schedule
CS 4000-006 DIS (42225)	Fr 5:00PM - 6:59PM Demergasso-Bava Hall 107
CS 4000-016 LAB (42248)	Fr 7:00PM - 8:00PM Demergasso-Bava Hall 107

The screenshot shows the 'Add Classes' page. Under the heading '1. Select classes to add', there is a section for '2008 Fall | Undergraduate | CSU Stanislaus'. Below this, there is a search area with 'Search for Class' and 'Search for Class' buttons. Below that, the 'Enter Class Nbr' field contains '42225' and an 'enter' button is circled in red. A yellow callout bubble with the text 'Enter Class number and click on Enter' points to the 'enter' button. Below the search area, there is a '2008 Fall Enrollment Shopping Cart' section which is empty, and a 'My 2008 Fall Class Schedule' section.

Class	Description	Days/Times	Location	Instructor	Units	Status
COMM 4800-001 (40403)	First/Second Lang. Acquisition (Discussion)	MoWeFr 9:05AM - 10:03AM	Demergasso-Bava Hall 165	J Bond	3.00	⊗
CS 4000-006 (42225)	Personal Computing (Discussion)	Fr 5:00PM - 6:59PM	Demergasso-Bava Hall 107	J Bond	3.00	⚠

- 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 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:**

my class schedule class search add drop swap edit

**Add Classes** 1 2 3

**1. Select classes to add - Related Class Sections**

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**CS 4000 - Personal Computing**

Discussion Demergasso-Bava Hall 107

Open Closed Wait List

Select Class Section Schedule Location Instructor Status

Class Section	Schedule	Location	Instructor	Status
2248 016	Fr 7:00PM - 8:00PM	Demergasso-Bava Hall 107	J Bond	<input checked="" type="checkbox"/>

View All Sections First 1 of 1 Last

CANCEL PREVIOUS NEXT

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

**Add Classes** 1 2 3

**1. Select classes to add - Enrollment Preferences**

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**CS 4000 - Personal Computing**

**Class Preferences**

CS 4000-006 Discussion  Closed **Permission Num** 91877

CS 4000-016 Laboratory  Closed **Grading** Letter Grade

**Session** Regular Academic Session **Units** 3.00

**Career** Undergraduate **Requirement Designation** UD GE Area: F1 Natural Science/Math

**Enrollment Requirements**

- Closed to Freshmen and Sophomore Students. No Extended Ed.
- UD GE Area: F1 Natural Science/Math
- Upper Division Natural Science/Math

CANCEL PREVIOUS NEXT

Section	Component	Days & Times	Location	Instructor	Start/End Date
006	Discussion	Fr 5:00PM - 6:59PM	Demergasso-Bava Hall 107	J Bond	9/4/2008 - 12/9/2008
016	Laboratory	Fr 7:00PM - 8:00PM	Demergasso-Bava Hall 107	J Bond	9/4/2008 - 12/9/2008

- 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:

my class schedule class search add drop swap 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.

✓ CS 4000 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

#### 2008 Fall Enrollment Shopping Cart

Open Closed Wait List

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	<a href="#">CS 4000-006 (42223)</a>	Personal Computing (Discussion)	Fr 5:00PM - 6:59PM	Demergasso-Bava Hall 107	J Bond	3.00	<input type="checkbox"/>
	CS 4000-016 (42248)	Personal Computing (Laboratory)	Fr 7:00PM - 8:00PM	Demergasso-Bava Hall 107	J Bond		<input type="checkbox"/>

View All Classes in Cart First 1-2 of 2 Last

PROCEED TO STEP 2 OF 3

- 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:

my class schedule class search add drop swap edit

### 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 Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
<a href="#">CS 4000-006 (42223)</a>	Personal Computing (Discussion)	Fr 5:00PM - 6:59PM	Demergasso-Bava Hall 107	J Bond	3.00	<input type="checkbox"/>
CS 4000-016 (42248)	Personal Computing (Laboratory)	Fr 7:00PM - 8:00PM	Demergasso-Bava Hall 107	J Bond		<input type="checkbox"/>

CANCEL PREVIOUS FINISH ENROLLING

- Click on FINISH ENROLLING.



**Add Class Using Permission Number:**

**Add Classes** 1 2 3

**3. View results**

View the following status report for enrollment confirmations and errors:

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Success: enrolled

Class	Message	Status
CS 4000	Message: You are required to take this requirement designation for this class. The requirement designation option has been set to yes.	✓

MY CLASS SCHEDULE

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

**Add Class Using Permission Number:**

**Add Classes** 1 2 3

**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 [dropdown] search

Enter Class Nbr: [input] enter

2008 Fall Enrollment Shopping Cart

Your enrollment shopping cart is empty.

My 2008 Fall Class Schedule

Enrolled

Class	Description	Days/Time	Sec	Room	Instr	Units	Status
<a href="#">COMM 4800-001 (40403)</a>	First/Second Lang. Acquisition (Discussion)	MoWeFr 9:05 - 10:03AM	165	Kievmy			⊗
<a href="#">CS 4000-006 (42225)</a>	Personal Computing (Discussion)	Fr 5:00PM - 6:59PM	Demergasso-Bava Hall 107	D. Bratten	3.00		✓

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