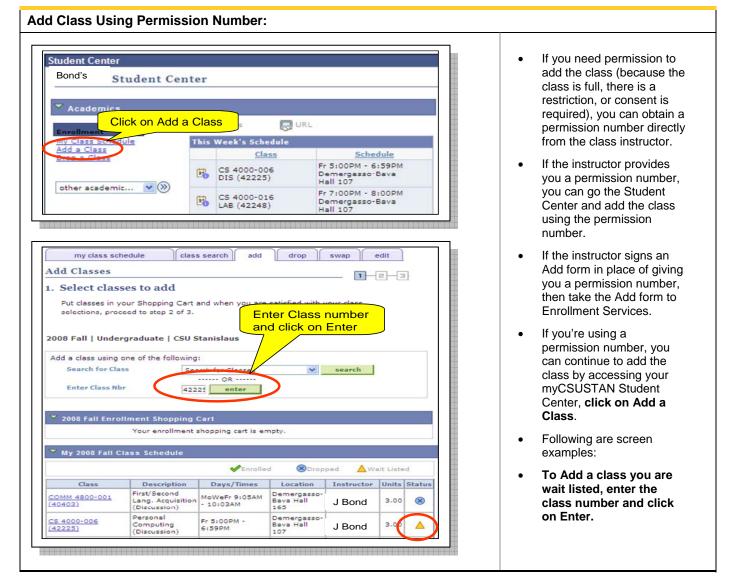# Add Class Using Permission Number

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 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. Select classes to add - Related Class Sections

2008 Fall | Undergraduate | CSU Stanislaus

CS 4000

Discussion — Demergasso-Bava Hall 107

🟢 Open   🟦 Closed   ⚠ Wait List

Select:

	Class Nbr	Section	Schedule	Location	Instructor	Status
⦿	22248	016	Fr 7:00PM - 8:00PM	Demergasso-Bava Hall 107	J Bond	🟦

View All Sections   First ◀ 1 of 1 ▶ Last

CANCEL   PREVIOUS   NEXT

> Make selection if relevant for class being added by selecting the radio button and clicking on Next.

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

Add Classes

1. Select classes to add - Enrollment Preferences

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CS 4000 - Personal Computing

Class Preferences

		Permission Nbr	91877
CS 4000-006	Discussion 🟦 Closed	Grading	Letter Grade ▼
CS 4000-016	Laboratory 🟦 Closed	Units	3.00

Session Regular Academic Session

Career Undergraduate

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

Requirement Designation

UD GE Area: F1 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

- **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:

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.	✔

A check mark in the Status confirms enrollment

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 ▼   search
------ OR ------
Enter Class Nbr   [   ]   enter

▼ **2008 Fall Enrollment Shopping Cart**
Your enrollment shopping cart is empty.

▼ **My 2008 Fall Class Schedule**

✔ Enr...

Class	Description	Days/Time				Status
COMM 4800-001 (40403)	First/Second Lang. Acquisition (Discussion)	MoWeFr 9:05... - 10:03AM	165	Klevmyr		⊗
CS 4000-006 (42225)	Personal Computing (Discussion)	Fr 5:00PM - 6:59PM	Demergasso-Bava Hall 107	D. Bratten	3.00	✔

Once completed, you will no longer see the Waitlisted icon. You will see the Enrolled icon.

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