



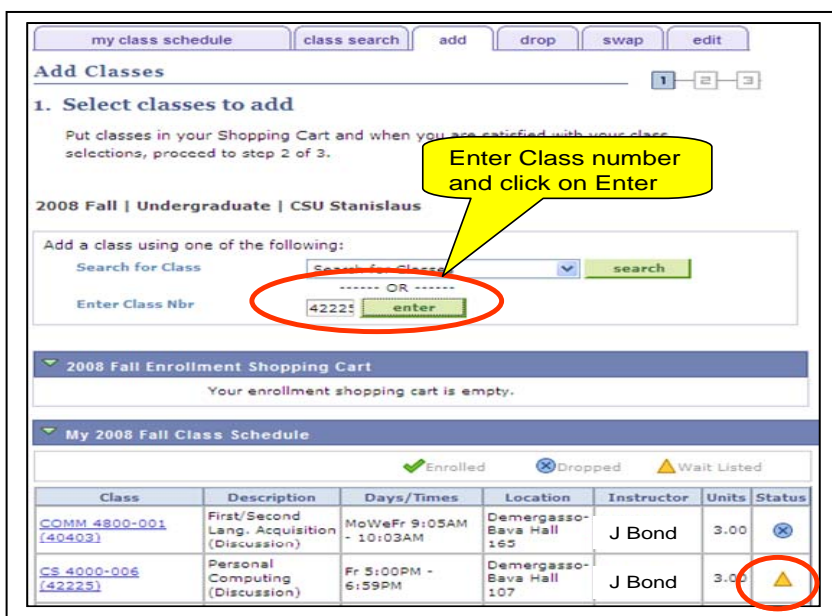
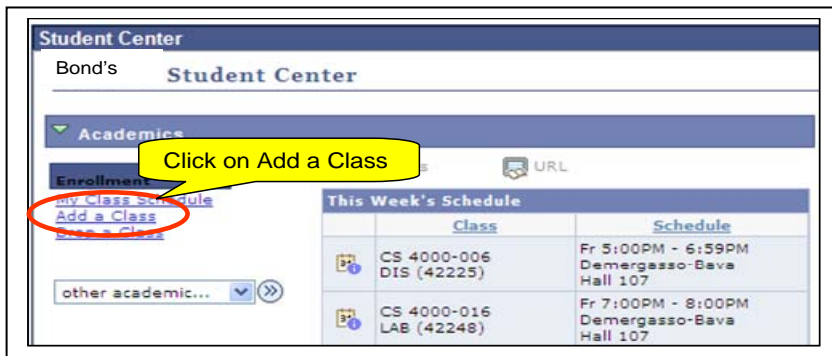
Add Class With Permission Number

This guide outlines the process for students to add class using permission number through 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 With 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 With Permission Number:

my class schedule class search add drop swap edit

Add Classes 1 2 3

1. Select classes to add - Related Class Sections

2008 Fall Undergraduate | CSU Stanislaus

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 type="radio"/>

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

2008 Fall | Undergraduate | CSU Stanislaus

CS 4000 - Personal Computing

Class Preferences

CS 4000-006 Discussion Closed Permission Num 91877

CS 4000-016 Laboratory Closed Grading Letter Grade

Units 3.00

Session Regular Academic Session

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.



Add Class With 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

Enter Class Nbr enter

2008 Fall Enrollment Shopping Cart

Open Closed Wait List

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	CS 4000-006 (42225)	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 With 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
CS 4000-006 (42225)	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 With 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

Note: A yellow callout bubble points to the green check mark in the Status column, stating: "A check mark in the Status confirms enrollment"

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

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

Note: A yellow callout bubble points to the green check mark in the Status column, stating: "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.