Using a Permission Number to Validate a Class in the Shopping Cart

1. After searching for the specific course to add to your Shopping Cart, type the Permission Number in the box labeled: “Permission Nbr”, then click the box that says “NEXT.”

2. Now that the course section has been successfully added to your Shopping Cart, you may select the class by checking the box and then clicking the box that says: “Validate.”
3. The Permission Number allowed you to waive the Instructor Consent Requirement and the class validated. This means, as long as the class is open when you go to register for it, you will be able to register for the class. If it is full or waitlisted, you will then need to place yourself on the waitlist for the class.
Registering for a Class using a Permission Number

1. When your registration day and time opens up and you are ready to register for a specific class using a Permission Number, you will need to search for the class first and once you have found it, type the Permission Number in the empty box next to “Permission Nbr.” Then click on the box at the bottom that says “NEXT.”

2. You have successfully added the class to your Shopping Cart, but you are not officially registered yet. Now, you will need to click on the green box at the bottom which states “Proceed To Step 2 Of 3.”
3. The screen will confirm that you wish to register for this specific class section and you will need to click on the green box that states: “Finish Enrolling” in order to successfully register for the class.
If you have already added a course to your Shopping Cart and then received a Permission Number afterwards, you will need to remove the course from your Shopping Cart first and then follow the steps above to register for the class using a Permission Number.