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

1. Use the Class Search and Enroll feature to choose a class to add to your Shopping Cart (this can be found in the Manage Classes tile on your Student Center).

2. Step 1 of 4: Review Class Selection- In this page, click on the Next button on the top right of the page to proceed.

3. Review Class Preferences- This is where you will add the Permission Number in the box labeled “Permission Number,” then click on the green button that says Accept on the top right of the page.
4. Enroll or Add to Cart - If your Enrollment Appointment has not opened yet, click on “Add to Shopping Cart” and then click on the Next button on the top right of the page. If your Enrollment Appointment has already opened, you can proceed with enrolling into the class directly by selecting “Enroll.”

5. Review and Submit - Click on “Class Preferences” to expand the section and verify that the Permission Number that you entered is correct. Click on the green Submit button on the top right to proceed.

6. A confirmation box will appear. Click on “Yes” to proceed.
7. You will receive a confirmation that the class has been added to your Shopping Cart. If you were enrolling into the class at this point, you will receive confirmation that you were added to the class. If you are not added, the system will include a message explaining why.

8. To validate a class with a Permission Number in your Shopping Cart, select “Shopping Cart” in the left column and then select the class and click on the “Validate” button to validate the class with the Permission Number.

9. You will then receive confirmation that you are clear to enroll in the class with regards to prerequisites and restrictions.
10. If you receive a Permission Number and you have already added the class to your Shopping Cart, simply find the class in your Shopping Cart and select “Change Preferences.”

11. Type in the Permission Number in the “Permission Number” box and then click Save.

Please Note: If you are already waitlisted for a class and then receive a Permission Number, you will need to drop yourself from the waitlist first. Then, you will need to proceed to enroll in the class using the Permission Number.