

# Add a class using a permission number

Permission numbers are the instructor's authorization to enroll in a course when instructor and/or department approval is needed. Permission numbers may be obtained from the class instructor or department office. You may also need to obtain a class Number for the following type of classes: independent study, directed study thesis, internships, etc.

Permission numbers can be used to override a course prerequisite.

**Step 1:** Obtain a permission number and class number (if needed).

**Step 2:** Click on the **Enroll** link

The screenshot shows the HSU Student Center interface. Under the 'Academics' section, the 'Enroll' link is highlighted with a red arrow. Other links include Search, Plan, My Academics, DARS, Schedule Planner, and Order Textbooks Online. A search box contains 'other academic...'. To the right, there is a 'This Week's Schedule' table with two rows of class information.

This Week's Schedule	
Class	Schedule
ZOOL 110-10 LEC (23960)	MoWeFr 10:00AM - 10:50AM UC 225-Kate Buchanan Room
ZOOL 110-11 LAB (23614)	We 2:00PM - 4:50PM SCIA 456

**Step 3:** Enter the class number in **Enter Class Nbr** box or use the Class Search.

The screenshot shows the '1. Select classes to add' interface. It includes a 'Change Term' button, status indicators for Open, Closed, and Wait List, and an 'Add to Cart' section with an 'Enter Class Nbr' field and an 'Enter' button. Below this is a 'Find Classes' section with 'Class Search' selected and a 'Search' button. At the bottom, there is a 'My Spring Semester 2018 Class Schedule' table with columns for Class, Description, Days/Times, Room, Instructor, Units, and Status.

Class	Description	Days/Times	Room	Instructor	Units	Status
ANTH 104-1 (21033)	Cultural Anthropology (Lecture)		Online course	R. Robertson	3.00	⊗
ANTH 105-1 (21034)	Archaeology & World Prehistory (Lecture)	MoWeFr 12:00PM - 12:50PM	BSS 166	J. Cooper	3.00	⊗
ENGR 210-10 (23842)	Solid Mechanics Statics (Lecture)	MoWe 8:00AM - 8:50AM	FR 107	A. Moradi Gharehtapeh	3.00	⊗
ENGR 210-11 (23843)	Solid Mechanics Statics (Laboratory)	Mo 2:00PM - 4:50PM	SCID 023	A. Moradi Gharehtapeh, D. Saucedo		⊗
MATH 110-1 (23908)	Calculus II (Lecture)	MoTuThFr 10:00AM - 10:50AM	KA 102	K. Larripa	4.00	⊗
ZOOL 110-10 (23960)	Introductory Zoology (Lecture)	MoWeFr 10:00AM - 10:50AM	UC 225-Kate Buchanan Room	M. Camann	4.00	✓
ZOOL 110-11 (23614)	Introductory Zoology (Laboratory)	We 2:00PM - 4:50PM	SCIA 456	M. Camann		✓

**Step 4:** Enter the permission number.

**Step 5:** Click the **Next** button.

Search | Plan | **Enroll** | My Academics | DARS

my class schedule | add | drop | swap | edit | term information

Add Classes 1 2 3

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

Spring Semester 2018 | Undergraduate | Humboldt State University  
TA 104 - Story Through Word and Image

**Class Preferences**

TA 104-1      Lecture      ● Open      **Permission Nbr** 498789

Session Regular Academic Session      Grading Letter Grades (All Careers) ▼  
Career Undergraduate      Units 4.00

**Enrollment Information**

- Arts
- Zero Cost Course Materials

Instructor Abbey, Susan McMurray

Cancel      **Next**

Section	Component	Days & Times	Room	Instructor	Start/End Date
1	Lecture	TuTh 9:00AM - 10:50AM	TA 110	Susan Abbey	01/16/2018 - 05/11/2018

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**Step 6:** Click the **Proceed to Step 2 of 3** button.

Ima Student go to ...

Search | Plan | **Enroll** | My Academics | DARS

my class schedule | add | drop | swap | edit | term information

Add Classes 1 2 3

### 1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

✓ TA 104 has been added to your Shopping Cart.

Spring Semester 2018 | Undergraduate | Humboldt State University      **Change Term**

● Open      ■ Closed      ▲ Wait List

**Spring Semester 2018 Shopping Cart**

Delete	Class	Days/Times	Room	Instructor	Units	Status
	TA 104-1 (22219)	TuTh 9:00AM - 10:50AM	TA 110	S. Abbey	4.00	<span style="color: green;">●</span>

Find Classes

Class Search      **Search**

Schedule Planner

**Proceed to Step 2 of 3**

**Step 6:** Double-check the class information, then click the **Finish Enrolling** button.

Ima Student

Search | Plan | **Enroll** | My Academics | DARS

[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

Add Classes  1 2 3

### 2. Confirm classes

Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Spring Semester 2018 | Undergraduate | Humboldt State University

Open  Closed  Wait List

Class	Description	Days/Times	Room	Instructor	Units	Status
TA 104-1 (22219)	Story Through Word and Image (Lecture)	TuTh 9:00AM - 10:50AM	TA 110	S. Abbey	4.00	<input checked="" type="radio"/>

Cancel Previous **Finish Enrolling**

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Permission numbers will not work if you are already on the waitlist. Drop the waitlisted section and re-add the course using the permission number.

**Step 7:** Confirm a successful enrollment. You should see a green checkmark.

Ima Student

Search | Plan | **Enroll** | My Academics | DARS

[my class schedule](#) | [add](#) | [drop](#) | [swap](#) | [edit](#) | [term information](#)

Add Classes  1 2 3

### 3. View results

Please review account activity for any optional fees prior to making payment.

View the following status report for enrollment confirmations and errors:

Spring Semester 2018 | Undergraduate | Humboldt State University

Success: enrolled  Error: unable to add class

Class	Message	Status
TA 104	Success: This class has been added to your schedule.	<input checked="" type="checkbox"/>

My Class Schedule Add Another Class