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

Step 3: Enter the class number in Enter Class Nbr box or use the Class Search.
Step 4: Enter the permission number.
Step 5: Click the Next button.

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

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