
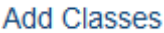
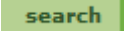

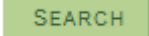

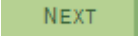
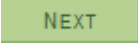

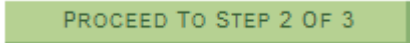
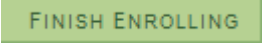


## Adding a Class by Using a Permission Code

Step	Action
1.	Click the down arrow in the <b>Academics Menu</b> in the Menu bar. 
2.	Click the <b>Add Classes</b> link. 
3.	Click the <b>search</b> link. 
4.	Enter the desired information into the <b>Subject</b> field. Enter a valid value e.g. " <b>A S T</b> ".
5.	Enter the desired information into the <b>Course Number</b> field. Enter a valid value e.g. " <b>001</b> ".
6.	Click the <b>Campus</b> dropdown button to select the college for the course you will be adding. 
7.	Click the <b>College</b> list item.
8.	Click the <b>Search</b> button to locate the class. 
9.	Click the <b>select</b> button for the desired course. 
10.	Verify the course information.  Click the <b>Next</b> link. 
11.	Class permissions are numbers or authorizations that are associated with a class and assigned to students to use at enrollment time.  Permissions allow a student to add or drop a class, as long as the student uses the permission by the expiration date and does not violate overall student limitation rules (such as maximum number of units).

Step	Action
12.	<p>Please enter the valid permission number you have received from the Instructor.</p> <p><b>Note that:</b> Every permission number is unique and can be used by the student only once for the specified class. Permission numbers are confidential.</p> <p>Click in the <b>Permission Nbr</b> field.</p> <input data-bbox="354 485 440 520" type="text"/>
13.	<p>Enter the <b>Permission Nbr</b> given to you by your instructor into the <b>Permission Nbr</b> field. Enter a valid value e.g. "<b>622800</b>".</p>
14.	<p>Click the <b>Next</b> link.</p> 
15.	<p>Click the scrollbar to navigate down the page.</p> 
16.	<p>Click the <b>Proceed To Step 2 Of 3</b> button.</p> 
17.	<p>Click the <b>Finish Enrolling</b> link.</p> 
18.	<p>You are successfully enrolled into the Course using Permission number.</p>
19.	<p>You have successfully added the Class using permission numbers.</p> <p><b>End of Procedure.</b></p>