

Enrolling with Class Permission Numbers

- ❖ Class permission numbers are assigned to classes controlled with department consent setup to ensure that only eligible students are enrolled.
- ❖ Class permission numbers are randomly generated for a specific class section.
 - Students **must** use a valid class permission number to enroll in the class on a first-come first-served basis.
 - Permission numbers may be used one time for one enrollment and if the student drops, the number is no longer valid.
 - Additional numbers may be issued for classes as needed.
- ❖ Self-service enrollment
 - From the Student Center click the [Add a Class](#) link



Billary's Student Center

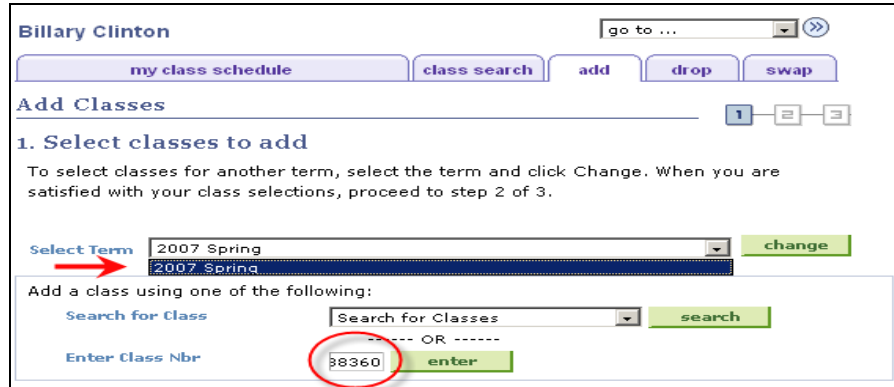
Academics

Enrollment
[My Class Schedule](#)
[Add a Class](#)
[Drop a Class](#)

Academic History
[Grades](#)
[Degree Progress](#)

other academic... >>

- Select the correct Semester from the drop-down.
- Click the **change** button.
- Enter the class number in the box.



Billary Clinton

my class schedule class search add drop swap

Add Classes

1. Select classes to add

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

Select Term: 2007 Spring (change)

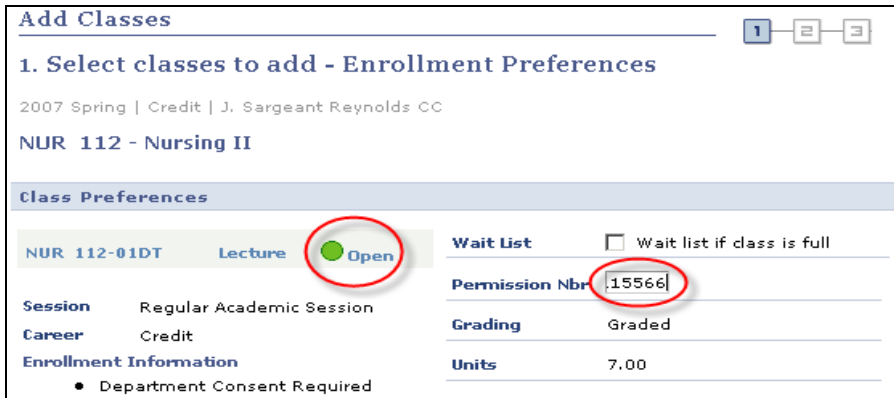
Add a class using one of the following:

Search for Class: Search for Classes (search)

OR

Enter Class Nbr: 38360 (enter)

- Click the **enter** button.
- Check to be sure the class is open.
- Enter the class permission number in the box.



Add Classes

1. Select classes to add - Enrollment Preferences

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NUR 112 - Nursing II

Class Preferences

NUR 112-01DT	Lecture	<input checked="" type="radio"/> Open	Wait List	<input type="checkbox"/> Wait list if class is full
Session	Regular Academic Session		Permission Nbr	15566
Career	Credit		Grading	Graded
Enrollment Information			Units	7.00

• Department Consent Required

CANCEL

PREVIOUS

NEXT

- Click the **NEXT** button
- The class is placed in the enrollment shopping cart. Be sure to check the status is Open. A green circle will be shown in the status block.

2007 Spring Enrollment Shopping Cart

Open Closed Wait List

Delete	Class	Description	Days/Times	Location	Instructor	Units	Status
	NUR 112-01DT (38360)	Nursing II (Lecture)	Tu 8:30AM - 12:30PM W 6:30AM - 4:00PM	Classroom General Classroom	N. Keene	7.00	<input checked="" type="radio"/>

View All Classes in Cart First Last

PROCEED TO STEP 2 OF 3

- Click **PROCEED TO STEP 2 OF 3**.

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Open Closed Wait List

Class	Description	Days/Times	Location	Instructor	Units	Status
NUR 112-01DT (38360)	Nursing II (Lecture)	Tu 8:30AM - 12:30PM W 6:30AM - 4:00PM	Classroom General Classroom	N. Keene	7.00	<input checked="" type="radio"/>

CANCEL PREVIOUS FINISH ENROLLING

- Click **FINISH ENROLLING**.
- Look for a **SUCCESS** message and a green Check in the status block.

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Success: enrolled Error: unable to add class

Class	Message	Status
NUR 112	Success: This class has been added to your schedule.	<input checked="" type="checkbox"/>

MAKE A PAYMENT MY CLASS SCHEDULE

- Click **MAKE A PAYMENT** to view amount due and/or to process payment.