1. To add a class with a permission number, sign into your Student Center and select the Enroll link.

2. Choose the appropriate term and click continue.

```
Select a term then click Continue.
```

<table>
<thead>
<tr>
<th>Term</th>
<th>Career</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 2015</td>
<td>Undergraduate</td>
<td>Boise State University</td>
</tr>
<tr>
<td>Fall 2015</td>
<td>Undergraduate</td>
<td>Boise State University</td>
</tr>
</tbody>
</table>
3. Search the class you want to add with the permission number.
4. Enter the search criteria for the course you are searching for and click the Search button.

**Add Classes**

**Enter Search Criteria**

**Search for Classes**

Boise State University | Fall 2015

Select at least 2 search criteria. Click Search to view your search results.

- **Class Search**
  - **Subject**
  - **Course Number** is exactly
  - **Course Career** Undergraduate
    - **Show Open Classes Only**

- **Additional Search Criteria**
  - **Meeting Start Time** greater than or equal to
  - **Meeting End Time** less than or equal to
  - **Days of Week** include only these days
  - **Instructor Last Name** begins with
  - **Course Keyword**
  - **Minimum Units** greater than or equal to
  - **Maximum Units** less than or equal to
  - **Course Component**
  - **Session**
  - **Mode of Instruction**
  - **Campus**
  - **Location**
  - **Requirement**
  - **Designation**

[Return to Add Classes] [CLEAR] [SEARCH]
5. Select the class that you are searching for and click the select button

![Image of class search result]

6. Enter the permission number in the Permission Number box and click Next

![Image of class enrollment form]
7. Click Proceed to Step 2 of 3 box

---

**Fall 2015 | Undergraduate | Boise State University**

- **Open**
- **Closed**
- **Wait List**

<table>
<thead>
<tr>
<th>Add to Cart:</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Enter Class Nbr</strong></td>
</tr>
<tr>
<td>[ ]</td>
</tr>
</tbody>
</table>

Find Classes
- [ ] Class Search
- [ ] My Requirements
- [ ] My Planner

<table>
<thead>
<tr>
<th>Fall 2015 Shopping Cart</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Delete</strong></td>
</tr>
<tr>
<td>![Trash can]</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>My Fall 2015 Class Schedule</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td>You are not registered for classes in this term.</td>
</tr>
</tbody>
</table>

---

**Search**  **Planner / Degree Tracker**  **Enroll**  **My Academics**

**My Class Schedule**  **Add**  **Drop**  **Edit**  **Term Information**

[ ] go to ...
8. Select Finish Enrolling box

9. Confirm that the course has been added to your schedule

3. View results

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>ART 300</td>
<td>Success: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>