

Using a Permission Number to Validate a Class in the Shopping Cart:

1. Use the Class Search and Enroll feature to choose a class to add to your Shopping Cart (this can be found in the Manage Classes tile on your Student Center).

Spring 2022

Class Schedule

Shopping Cart

Class Search and Enroll

Drop Classes

Update Classes

Swap Classes

Enrollment Dates

LEAD 301
Theory and Practice of Leadership

★ Add to favorite courses

Course Information

Class Selection

Select a class option

Option	Status	Session	Class	Meeting Dates	Days and Times	Instructor	Seats
1	Open	Semester	Class: 2158-02-Lecture	01/31/2022 - 05/21/2022	Tuesday Thursday 2:30PM to 3:45PM	Stephen Presley	Open Seats 1 of 25
2	Class Selection	Semester	Class: 2159-03-Lecture	01/31/2022 - 05/21/2022	Tuesday Thursday 11:30AM to 12:45PM	Kathleen Bates	Open Seats 2 of 25

2. Step 1 of 4: Review Class Selection- In this page, click on the Next button on the top right of the page to proceed.

Exit

Class Search and Enroll

Next

Spring 2022
Undergraduate
Chapman University

1 Review Class Selection
Visited

2 Review Class Preferences
Not Started

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 1 of 4: Review Class Selection

You have selected

LEAD 301 Theory and Practice of Leadership

Option Status Open

Class	Session	Meeting Dates	Days and Times	Seats
Class: 2158-02-Lecture	Semester	01/31/2022 - 05/21/2022	Tuesday Thursday 2:30PM to 3:45PM	Open Seats 1 of 25

3. Review Class Preferences- This is where you will add the Permission Number in the box labeled "Permission Number," then click on the green button that says Accept on the top right of the page.

Exit

Class Search and Enroll

Previous

Spring 2022
Undergraduate
Chapman University

1 Review Class Selection
Complete

2 Review Class Preferences
In Progress

3 Enroll or Add to Cart
Not Started

4 Review and Submit
Not Started

Step 2 of 4: Review Class Preferences

LEAD 301 Theory and Practice of Leadership

Class: 2158-02-Lecture - Open

Add to waitlist if class is full? No

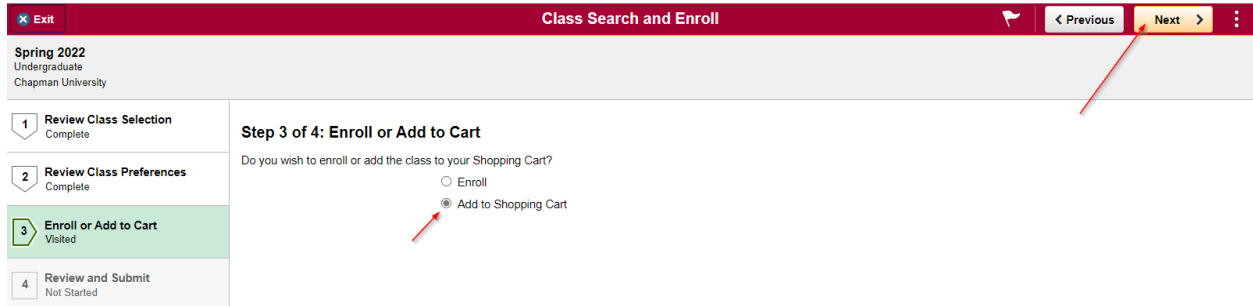
Permission Number

495970

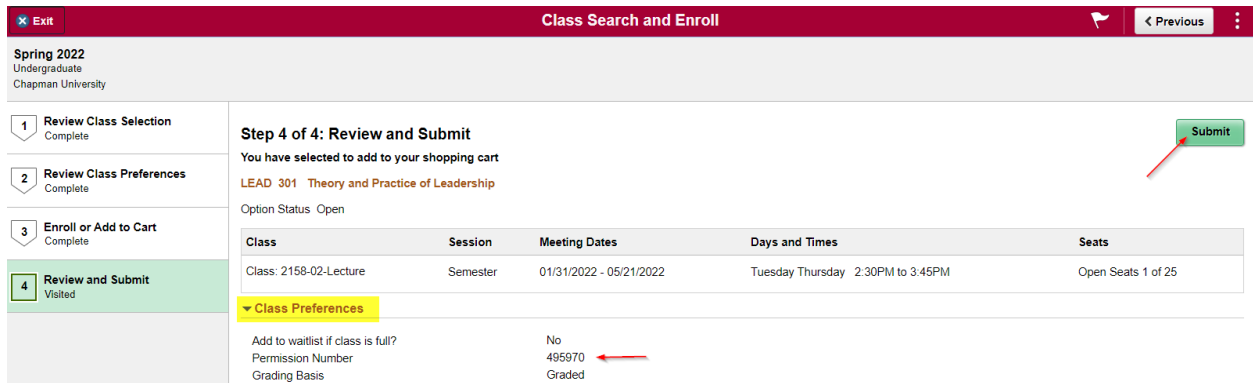
Grading Basis
Graded

Accept

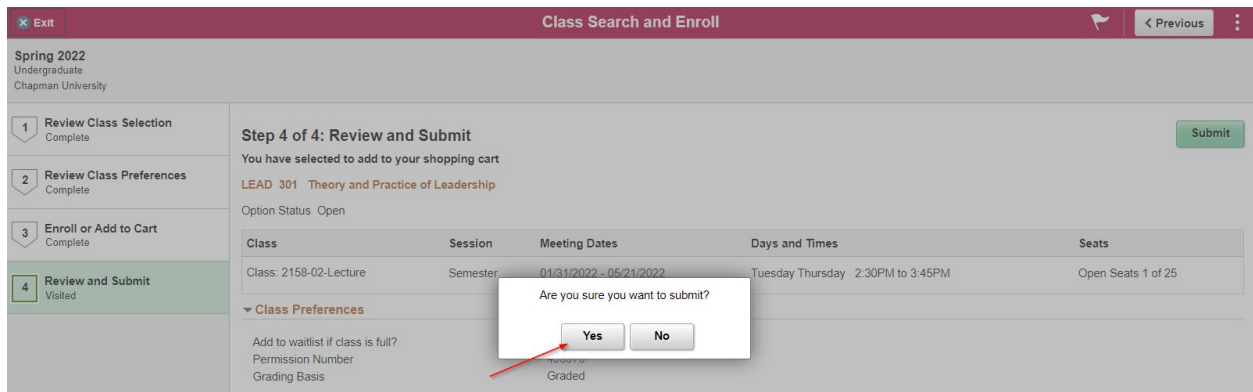
- Enroll or Add to Cart- If your Enrollment Appointment has not opened yet, click on “Add to Shopping Cart” and then click on the Next button on the top right of the page. If your Enrollment Appointment has already opened, you can proceed with enrolling into the class directly by selecting “Enroll.”



- Review and Submit- Click on “Class Preferences” to expand the section and verify that the Permission Number that you entered is correct. Click on the green Submit button on the top right to proceed.



- A confirmation box will appear. Click on “Yes” to proceed.



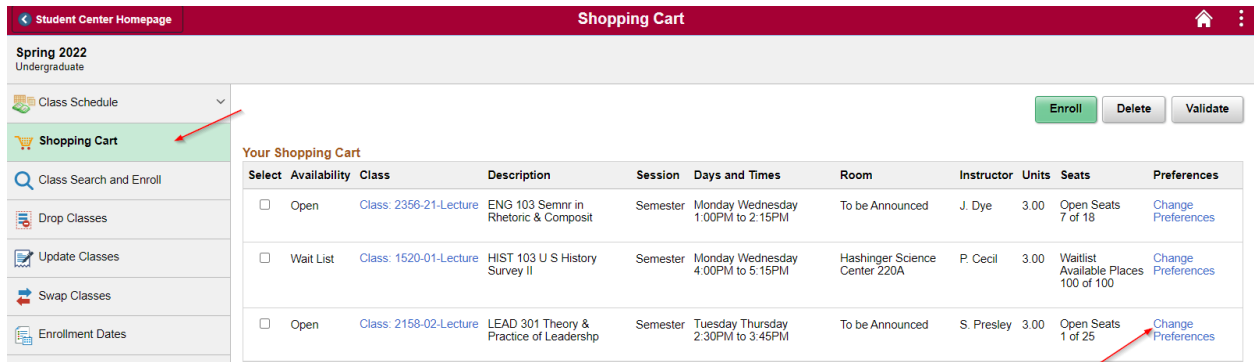
- You will receive a confirmation that the class has been added to your Shopping Cart. If you were enrolling into the class at this point, you will receive confirmation that you were added to the class. If you are not added, the system will include a message explaining why.

- To validate a class with a Permission Number in your Shopping Cart, select “Shopping Cart” in the left column and then select the class and click on the “Validate” button to validate the class with the Permission Number.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Class: 2356-21-Lecture	ENG 103 Semnr in Rhetoric & Composi	Semester	Monday Wednesday 1:00PM to 2:15PM	To be Announced	J. Dye	3.00	Open Seats 7 of 18	Change Preferences
<input type="checkbox"/>	Wait List	Class: 1520-01-Lecture	HIST 103 U S History Survey II	Semester	Monday Wednesday 4:00PM to 5:15PM	Hashinger Science Center 220A	P. Cecil	3.00	Waitlist Available Places 100 of 100	Change Preferences
<input checked="" type="checkbox"/>	Open	Class: 2158-02-Lecture	LEAD 301 Theory & Practice of Leadership	Semester	Tuesday Thursday 2:30PM to 3:45PM	To be Announced	S. Presley	3.00	Open Seats 1 of 25	Change Preferences

- You will then receive confirmation that you are clear to enroll in the class with regards to prerequisites and restrictions.

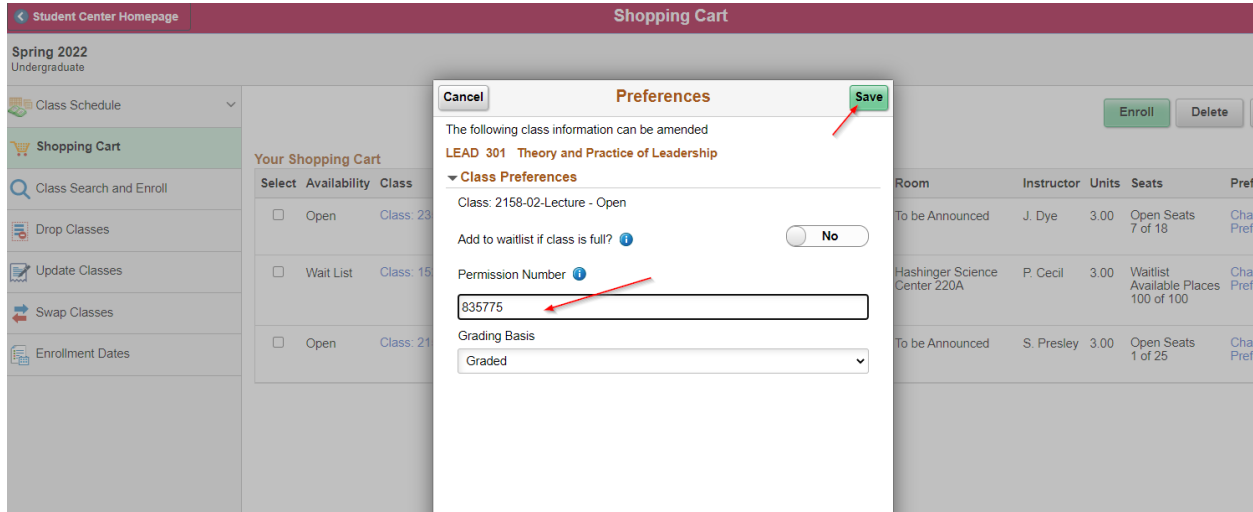
10. If you receive a Permission Number and you have already added the class to your Shopping Cart, simply find the class in your Shopping Cart and select “Change Preferences.”



The screenshot shows the 'Shopping Cart' page for Spring 2022 Undergraduate. A sidebar on the left contains navigation options: Class Schedule, Shopping Cart (highlighted with a red arrow), Class Search and Enroll, Drop Classes, Update Classes, Swap Classes, and Enrollment Dates. The main area displays 'Your Shopping Cart' with a table of classes. Each row includes a 'Change Preferences' link, which is highlighted with a red arrow in the third row.

Select	Availability	Class	Description	Session	Days and Times	Room	Instructor	Units	Seats	Preferences
<input type="checkbox"/>	Open	Class: 2356-21-Lecture	ENG 103 Semnr in Rhetoric & Composi	Semester	Monday Wednesday 1:00PM to 2:15PM	To be Announced	J. Dye	3.00	Open Seats 7 of 18	Change Preferences
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<input type="checkbox"/>	Open	Class: 2158-02-Lecture	LEAD 301 Theory & Practice of Leadership	Semester	Tuesday Thursday 2:30PM to 3:45PM	To be Announced	S. Presley	3.00	Open Seats 1 of 25	Change Preferences

11. Type in the Permission Number in the “Permission Number” box and then click Save.



The screenshot shows the 'Shopping Cart' page with a 'Preferences' dialog box open for the class 'LEAD 301 Theory and Practice of Leadership'. The dialog box has a 'Save' button highlighted with a red arrow. The 'Permission Number' field contains the value '835775', which is also highlighted with a red arrow. The 'Add to waitlist if class is full?' option is set to 'No'.

The dialog box content includes:

- Cancel
- Save
- The following class information can be amended
- LEAD 301 Theory and Practice of Leadership
- Class: 2158-02-Lecture - Open
- Add to waitlist if class is full? No
- Permission Number
- Grading Basis

Please Note: If you are already waitlisted for a class and then receive a Permission Number, you will need to drop yourself from the waitlist first. Then, you will need to proceed to enroll in the class using the Permission Number.