

How to Enroll with 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 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numbers may be used **one time** for one enrollment and if the student **drops or is Backed-Out**, the number is no longer valid.
 - Additional numbers may be issued for classes as needed.

Self-service enrollment -- From the Student Center click the [ENROLL](#) link

ORACLE[®] SIS/HR PRODUCTION

Favorites | Main Menu > Self Service > Student Center

Jesse's Student Center

Academics

Search
Plan
Enroll
My Academics

Apply for Graduation

other academic... ▾

Finances

J. Sargeant Reynolds CC

User Preferences

For up-to-date balance due or to make a payment, change User Preferences (link above) to correct college, then click Account Inquiry.

SEARCH FOR CLASSES

Holds
No Holds.

To Do List
No To Do's.

Milestones
No Milestones

Enrollment Dates
Open Enrollment Dates

From this screen you can:

- Ensure the correct Semester is chosen.
- If you have the class number you can enter it in the box and press enter
- If you do not have the class number you can search for it by clicking the **search button**.

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Favorites | Main Menu > Self Service > Student Center

Jesse Miller

go to ... ▾

Search | Plan | Enroll | My Academics

my class schedule || add || drop || swap || edit || term information

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.

2013 Spring Credit | J. Sargeant Reynolds CC

Open Closed Wait List

2013 Spring Shopping Cart

Your enrollment shopping cart is empty.

Enter Class Nbr

enter

Find Classes

Class Search
My Requirements
My Planner

search

Using the SEARCH feature:

- Click the **Search** button.
- Once on that page, you will either type in HRI in the box (see below) or click on the Select Subject to find the program or course area you are trying to enroll.
- In the course number box, you will enter your course number you are looking for. (see below)
- Click Search.

Add Classes



Enter Search Criteria

J. Sargeant Reynolds CC | 2013 Spring

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

Class Search Criteria

Course Subject	select subject	<input type="text" value="HRI"/>	Hospitality Management
Course Number	is exactly	<input type="text" value="106"/>	
Course Career	Credit	<input type="text"/>	
Campus		<input type="text"/>	

Show Open Classes Only
 Show Open Entry/Exit Classes Only

Use Additional Search Criteria to narrow your search results.

[▶ Additional Search Criteria](#)

[Return to Add Classes](#) [CLEAR CRITERIA](#) [SEARCH](#)


- Now you have searched for open sections of the course you need.
- With permission numbers, they are attached to a specific section of the course. This was provided to you when you received your permission number. You need to find that section of the course. If you CANNOT find it, it is most likely filled and you will need to contact your advisor to find a different OPEN section of the course and they will provide you a NEW number for that section.

Section 01DT-LEC(53579)	Status ●	select class	
Session Eight Wk 1	Instruction Mode In Person		
Days & Times	Room	Instructor	Meeting Dates
Tu 7:00AM - 10:30AM	Rm 631, DTC	Jesse Miller, Laura Stoneman	01/07/2013 - 03/04/2013
Tu 10:30AM - 4:10PM	Rm 637, DTC	Bruce Rowland	01/07/2013 - 03/04/2013

Section 02DT-LEC(54207)	Status ●	select class	
Session Eight Wk 1	Instruction Mode In Person		
Days & Times	Room	Instructor	Meeting Dates
Tu 7:00AM - 10:30AM	Rm 631, DTC	Jesse Miller, Laura Stoneman	01/07/2013 - 03/04/2013
Tu 4:20PM - 10:00PM	Rm 635, DTC	Brian Cooper	01/07/2013 - 03/04/2013

Section 03DT-LEC(54208)	Status ●	select class	
Session Eight Wk 1	Instruction Mode In Person		
Days & Times	Room	Instructor	Meeting Dates
Tu 7:00AM - 10:30AM	Rm 631, DTC	Jesse Miller, Laura Stoneman	01/07/2013 - 03/04/2013
Th 10:30AM - 4:10PM	Rm 635, DTC	Bruce Rowland	01/07/2013 - 03/04/2013

The search brought up three sections of the class offered. Now I need to find the one that coincides with my permission number. In this case, it is the 02DT section. Click **Select Class**.

Section [02DT-LC\(54207\)](#) Status  [select class](#)


Session Eight Wk 1 Instruction Mode In Person

Days & Times	Room	Instructor	Meeting Dates
Tu 7:00AM - 10:30AM	Rm 631, DTC	Jesse Miller, Laura Stoneman	01/07/2013 - 03/04/2013
Tu 4:20PM - 10:00PM	Rm 635, DTC	Brian Cooper	01/07/2013 - 03/04/2013

From this screen, you will verify it is the correct class and section. You will see the class meeting dates, times, classroom, instructors and Class & Special notes. You will then enter the permission code you received for this course in the box. (See Below)

HRI 106 - Principles of Culinary Arts I

Class Preferences

[HRI 106-02DT](#) Lecture  Open

Wait List Wait list if class is full

Permission Nbr

Session Eight Week - First

Career Credit

Enrollment Information

- Department Consent Required to enroll in this class

Units 3.00

[CANCEL](#) [NEXT](#)


Section	Component	Days & Times	Room	Instructor	Start/End Date
02DT	Lecture	Tu 7:00AM - 10:30AM	Rm 631, DTC	Jesse Miller, Laura Stoneman	01/07/2013 - 03/04/2013
		Tu 4:20PM - 10:00PM	Rm 635, DTC	Brian Cooper	01/07/2013 - 03/04/2013




NOTES

Class Notes Section 02DT: HRI 219-02DT is a corequisite and must be taken concurrently. See uniform requirement note under HRI...Hospitality Management section heading. Approved uniform required the first day of class.

Subject Notes Note: Students enrolled in HRI classes involving food laboratory usage will be allowed in laboratories only when wearing the required uniforms and possessing approved tool kits. Uniform and tool kit specifications may be found at <http://www.reynolds.edu/hospitality/uniforms.htm>.

Once you have entered the permission number, click **NEXT**. 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.

 **HRI 106 has been added to your Shopping Cart.**

 Open  Closed  Wait List

Add to Cart: Enter Class Nbr [enter](#)

Find Classes



Class Search

My Requirements

My Planner

[search](#)

2013 Spring Shopping Cart

Delete	Class	Days/Times	Room	Instructor	Units	Status
	HRI 106-02DT (54207)	Tu 7:00AM - 10:30AM Tu 4:20PM - 10:00PM	Rm 631, DTC Rm 635, DTC	B. Cooper, J. Miller, L. Stoneman	3.00	





[PROCEED TO STEP 2 OF 3](#)

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

2. Confirm classes

Click Finish Enrolling to process your request for the classes listed below. To exit without adding these classes, click Cancel.

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 Open  Closed  Wait List						
Class	Description	Days/Times	Room	Instructor	Units	Status
HRI 106-02DT (54207)	Principles of Culinary Arts I (Lecture)	Tu 7:00AM - 10:30AM Tu 4:20PM - 10:00PM	Rm 631, DTC Rm 635, DTC	B. Cooper, J. Miller, L. Stoneman	3.00	

CANCEL

PREVIOUS

FINISH ENROLLING

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

2007 Spring Credit J. Sargeant Reynolds CC		
 Success: enrolled  Error: unable to add class		
Class	Message	Status
NUR 112	Success: This class has been added to your schedule.	
<p>MAKE A PAYMENT MY CLASS SCHEDULE</p>		

- o Click **MAKE A PAYMENT** to view amount due and/or to process payment.
- o Return to the Search Screen to add additional classes.