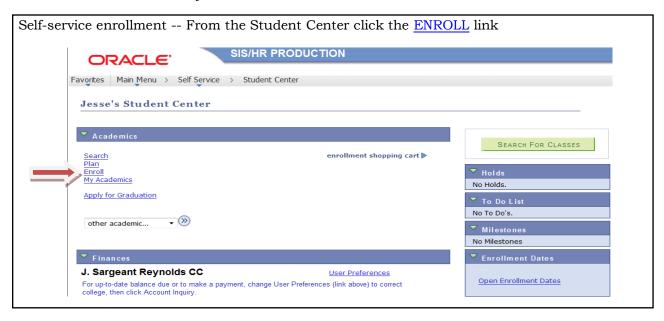
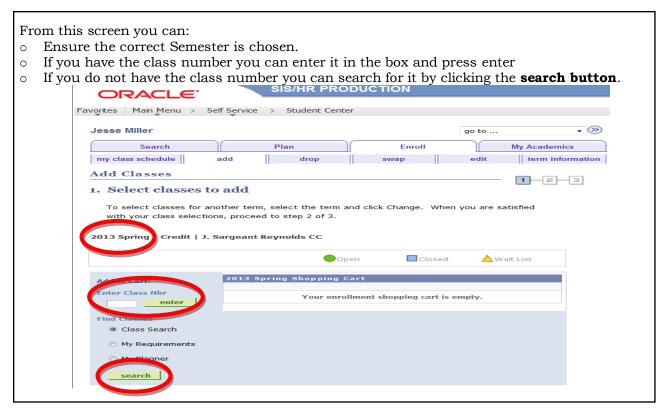
How to Enroll with Permission Numbers

- 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.
 - o Students **must** use a valid permission number to enroll in the class on a first-come first-served basis.
 - o Permission numbers may be used <u>one time</u> for one enrollment and if the student <u>drops or is</u> **Backed-Out**, the number is no longer valid.
 - o Additional numbers may be issued for classes as needed.



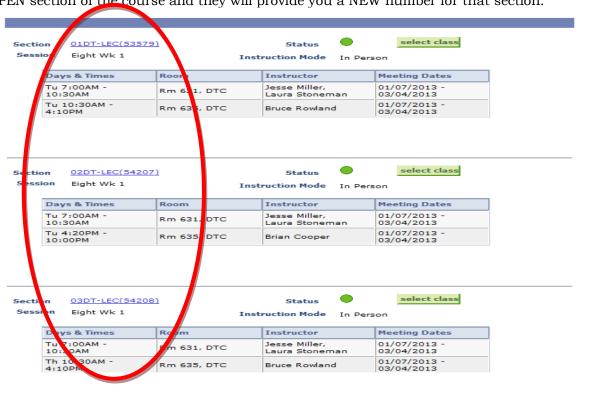


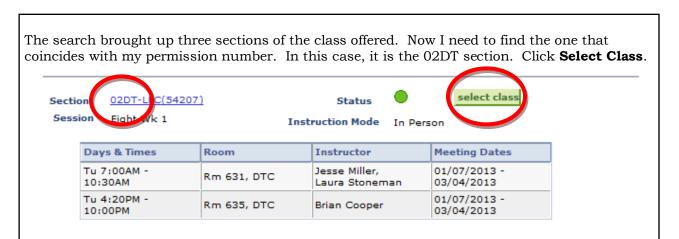
Using the SEARCH feature:

- Click the Search button.
- o 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.
- o In the course number box, you will enter your course number you are looking for. (see below)
- o Click Search.



- o 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.



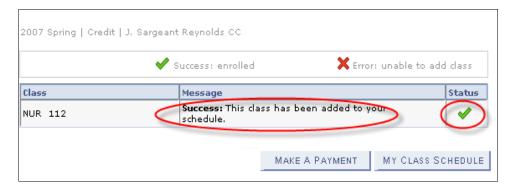


From this screen, you will verify it is the correct class and section. You will see the class meeting dates, times, classroom, instructors and Class & Special notes. You will then enter the permission code you received for this course in the box. (See Below) HRI 106 - Principles of Culinary Arts I ferences HRI 106-02DT Permission Nbr Eight Week - First Credit **Enrollment Information** Units 3.00 Department Consent Required to enroll in this class CANCEL Section Component Days & Times Instructor Tu 7:00AM -10:30AM Jesse Miller, Laura Stoneman 01/07/2013 02DT Lecture Rm 631, DTC 03/04/2013 Tu 4:20PM -10:00PM 01/07/2013 03/04/2013 Rm 635, DTC Brian Cooper 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. 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.





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



CANCEL

PREVIOUS

FINISH ENROLLING

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