



How to Use a Permission Number

If, when you attempt to enroll in a class, you see an error message that tells you that you may not enroll because the class is full, you do not meet the pre-requisites, or for some other reason, you may be able to obtain a permission number from the instructor of the class that will enable you to add the course.

Note that a permission number may be used only once, is valid for only one course and will expire on the last day of the Add/Drop period for the term in which it is issued.

To obtain a permission number, go to the office of the instructor, the department offering the class, or the location where the class is being held, or contact the instructor by phone or email.

To use the permission number:

- Log into **WISER Student Self Service**.
- Click on **Academics**.
- Click on **Add/Drop/Swap a Class**.
- Click on the current **term**.
- Click on **Add Classes**.
- Enter the class number in the **Class Nbr** field.
- Click on the **Subject/Catalog** link and enter the permission number in the appropriate field.
- Click **OK**.
- Click **Submit**.
- Look for a result of "Success" or "Messages" to indicate that you are now enrolled in the class.