

You can use course permission number to skip a "prerequisite" or "instructor consent" of the course you are going to select. Please view the following steps as reference.

1. First enter Student Center, and then click on the *Class Search* under *Class Information*.

♠	Dashboard	Select all the required (*) search criteria.								
Ö	A sh data a	Term:* 2023 Fall Term	Subject ~	Catalog #	Session					
	Advising	Search	Reset Filters							
82	Class Information									
	Browse Classes	Show Open Classes Only								
	Course Catalog									
_(Class Search 🗸									
Ċ	Schedule									
	Enrollment 🗸									

2. Select the basic course search criteria and click on **Search**. (MUSIC 210 is chosen as an example here.)

Select all the required (*) search criteria.											
Term: * 2023 Fall Term V	Subject: Music	× ×	Catalog #: 210		Session		✓ Keyword				
Search	Reset F	Filters									
Show Open Classes Only											
Orchestra MUSIC 210											
SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES			
> 001-LEC (1282) 🚬		1	Мо	5:30 pm	7:00 pm	IB 1047 (Classro		08/21 - 12/07			

3. Choose the class that you need to enroll and click on Add to Cart.

Term:* 2023 Fall Term	Subject: Music	× ~	Catalog #: 210		Session		~ Keyword		More Filters 4
Search	Reset Filte	ərs							
Show Open Classes Only									
Orchestra MUSIC 210									
SECTION	TOPIC	SESSION	DAYS	START	END	ROOM	INSTRUCTOR	DATES	STATUS
> 001-LEC (1282)	-	1	Мо	5:30 pm	7:00 pm	IB 1047 (Classro		08/21 - 12/07	• 40/40
									Add to Cart
									Add to Schedule Builder

Note: Make sure you add all the required components, such as recitation or lab to your shopping cart.



4. A window will pop up asking you to input the permission number for adding this class. Click on Save after you have entered the permission number.

	Enrollment options		×					
C SESSI	MUSIC 210: Chamber Ensemble 001 - 1282							
1	Permission Number: 123456		Liu					
	Wait list if class is full							
	Cancel	Save						

5. Once you have successfully added the class to your shopping cart, a Success message will pop up to confirm the class has been added to the cart.



6. Go to **Shopping Cart** under **Enrollment**. Choose the courses that you want to enroll, and click on the **Enroll** button to finish enrolling.

基UII 社宠大学 DUKE KUNSHAN UNI VERSITY	=	Shopping Cart									\$
n Dashboard		Term: 2023 Fall Term	~						Sched	ule Ad	d Class 🛩
Advising		Q Search							Save Selections	Delete	Enroll
E Class Information		CLASS -	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS		0 -
Schedule		MUSIC 210									
S Enrollment	^	> 001-LEC (1282)	Chamber Ensemble	Мо	5:30 pm	7:00 pm		2	0 40/40		
Planner											
Shopping Cart	~										



Procedure Document: Class Permission Number

Term: 2023 Fall Term	~						Sched	ule Ad	d Class 🗸
Q Search							Save Selections	Delete	Enroll
CLASS 👻	DESCRIPTION	DAYS	START	END	INSTRUCTOR	UNITS	STATUS		
> MUSIC 210 001-LEC (1282)	Chamber Ensemble	Мо	5:30 pm	7:00 pm	•	2	0 40/40	_	•
								Enroll	