

Using Permission Numbers

1. First search for the class you will be using a permission number for. If the class has a wait list, make sure you uncheck **"Show Open Classes Only"**. This will display waitlisted classes.

Search for Classes

Institution: Cal Poly Pomona ▼

Term: Winter Quarter 2018 ▼

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

▼ **Class Search**

Subject: Technology & Operations Mgmt ▼

Course Number: is exactly ▼ 309

Course Career: ▼

☒ **Show Open Classes Only**

☐ Open Entry/Exit Classes Only

2. Press **"Select"** on the class you would like to add.

▼ TOM 309 - Logistics Management							
Class	Section	Days & Times	Room	Instructor	Meeting Dates	Status	
13571	01-LEC Regular	TuTh 10:00AM - 11:50AM	5 105	Yuanjie He	01/02/2018 - 03/09/2018	▲	select

3. Check **"Wait list if class is full"** and then enter your course permission number under **"Permission Nbr"**. Then click the **"Next"** button.

TOM 309 - Logistics Management

Class Preferences

TOM 309-01 Lecture ▲ Wait List Wait List ☒ Wait list if class is full

Session: Regular Academic Session

Career: Undergraduate

Enrollment Information

- Prerequisite: TOM 301
- Not a Service Learning Course

Grading: Graded

Units: 4.00

Permission Nbr: 123456

CANCEL NEXT

Section	Component	Days & Times	Room	Instructor	Start/End Date
01	Lecture	TuTh 10:00AM - 11:50AM	5 105	Yuanjie He	01/02/2018 - 03/09/2018

4. After entering the permission number, the class will be added. If the class is full, it will put you on the waitlist for the class.

*Permission numbers to override class capacity would require you to leave the box for "wait list if class is full" blank.