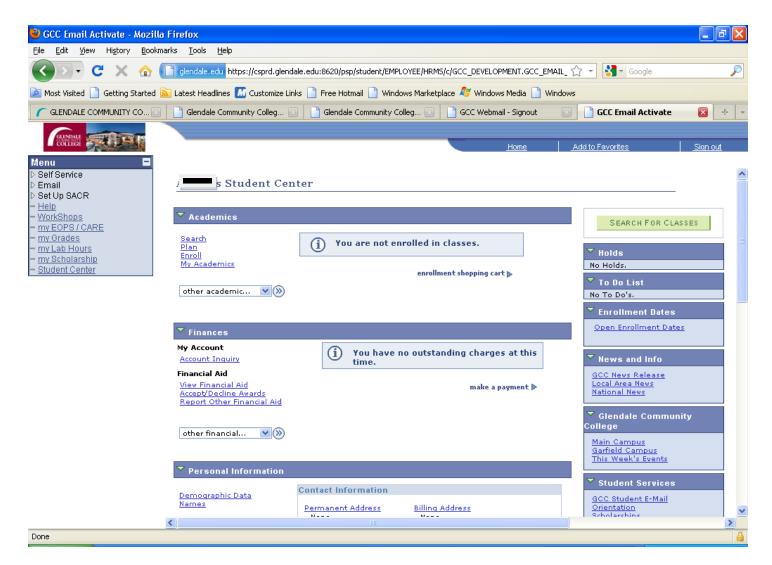
How to Enroll to a class

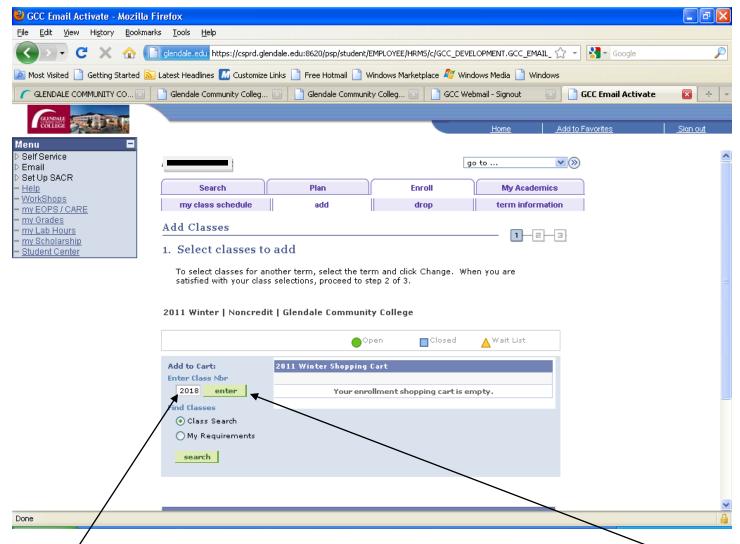
Shopping Cart - Wait List - Permission Add

(For Students)

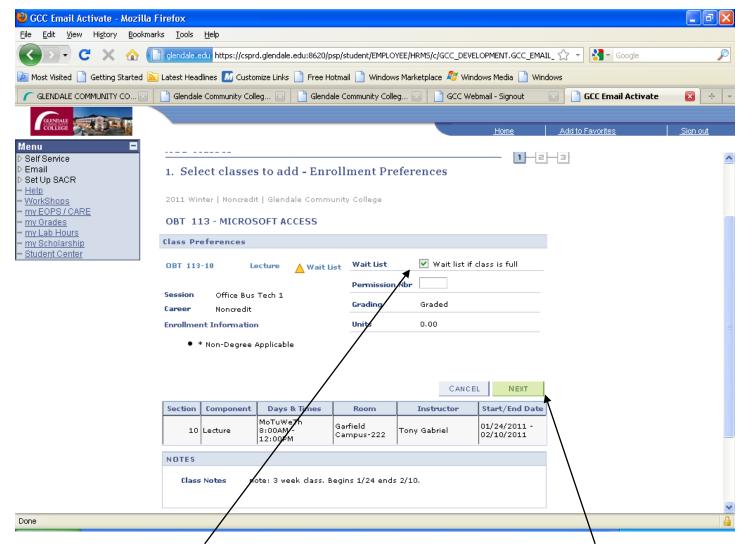
In this example, as a student, you will access MyGCC and try to enroll in a class. You will get put on the wait list. Then you will get a permission code from the instructor and attempt to add the class. The class is ticket # 2018 (OBT 113 MicroSoft Access) for winter 2011.



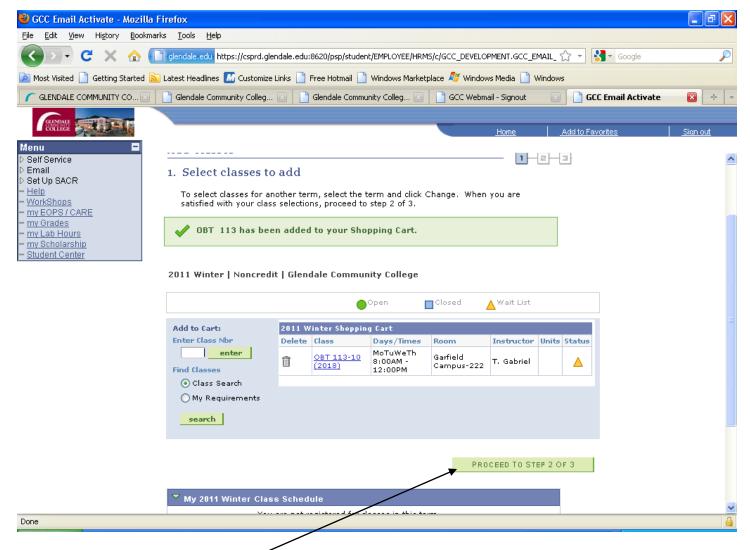
Click enroll after accessing Student Center from MyGCC.



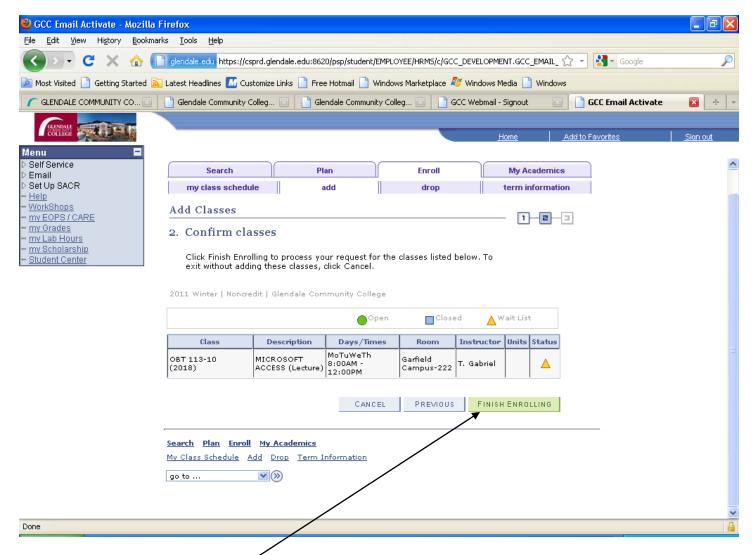
Enter 2018 (the class ticket number for OBT 113) in the box to look for enrollment and click the "enter" button.



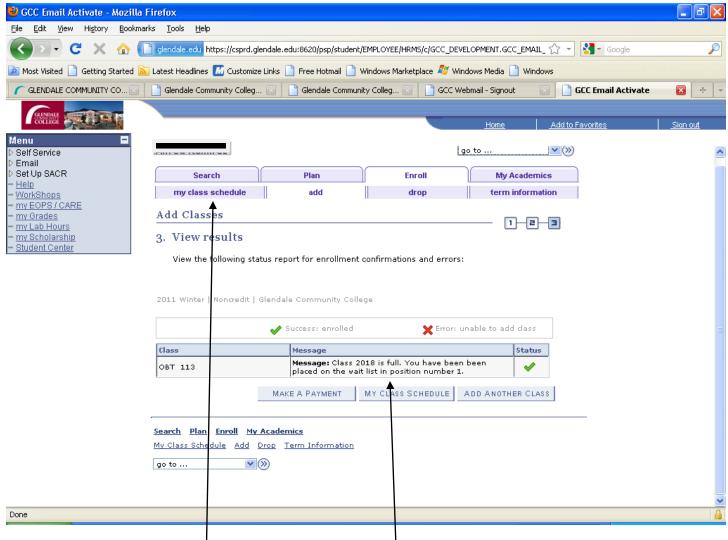
Now we have checked the "Wait list if class is full" after selecting ticket # 2018. Click "Next" button.



Click "Proceed to Step 2 of 3" button."

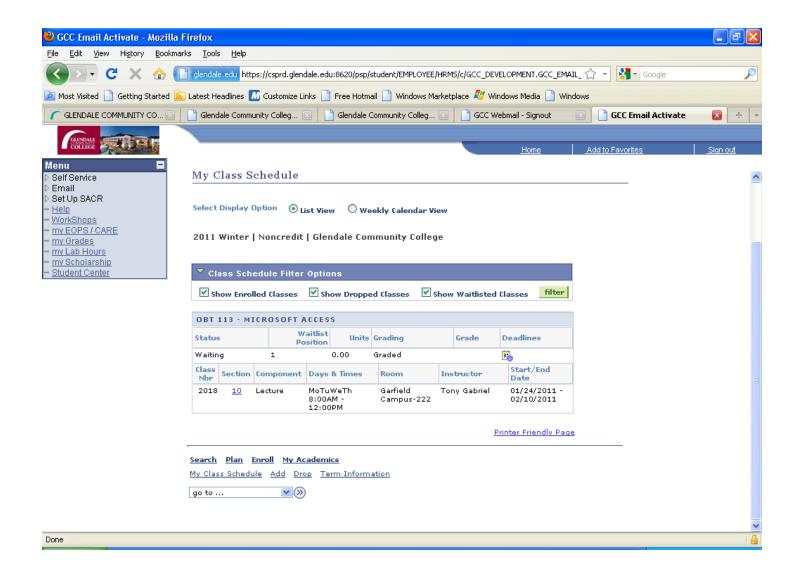


Click the "Finish Enrolling" button.



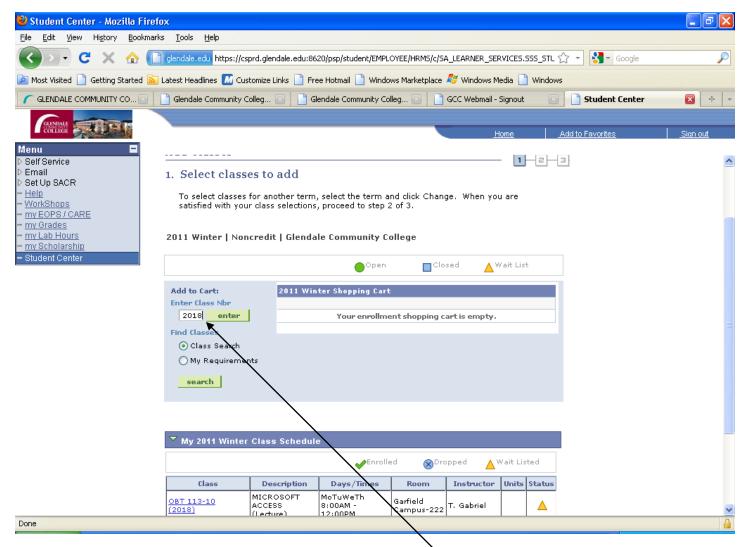
Now the class has been successfully added and the message indicates position 1 on the waitlist.

Click on the "my class schedule" tab to see results.

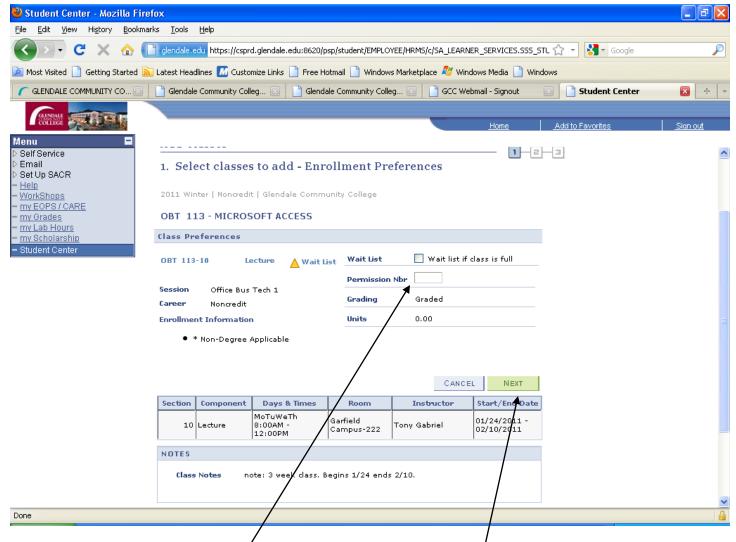


Once you are on the wait list you should go to the class to see if your instructor can add you. The instructor must provide you with a permission code to add the class. In this example your instructor has agreed to add you to the class and take you off of the waiting list. **You** must now add the class and enroll.

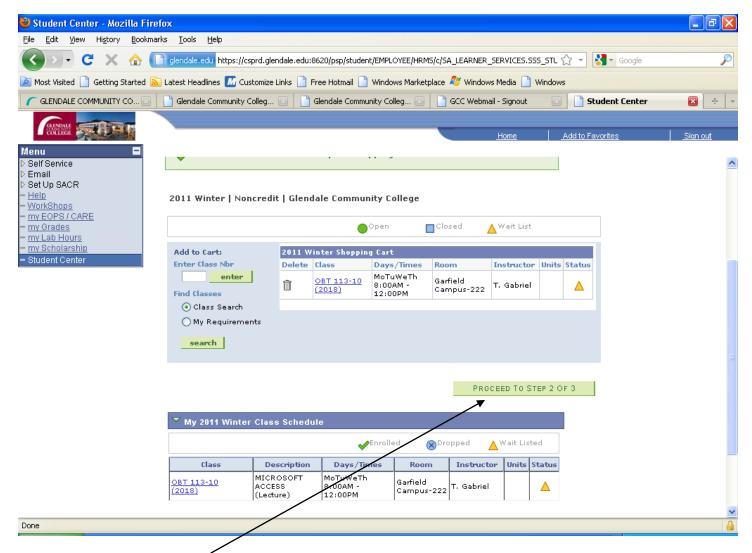
When you go back to your Student Center, you will notice that the class does not appear because you are not actually enrolled in any class. **Being on the wait list does not mean you are enrolled.** In this example you went to class and the instructor gave you a permission number (#480624 in this example). A permission number can only be used once for the class that you are trying to add (no other classes). Click on "enroll" and you will see the screen below with your wait listed class information at the bottom of the page.



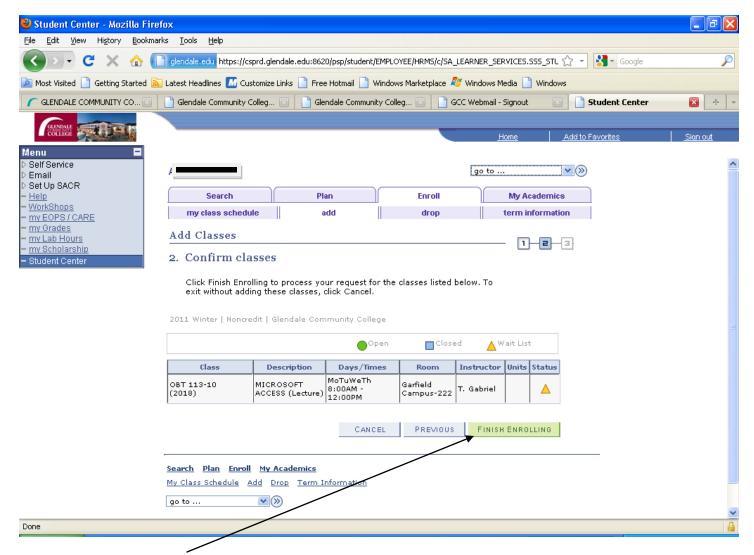
Enter the ticket number for the class you have permission for (# 2018), and click the "enter" button.



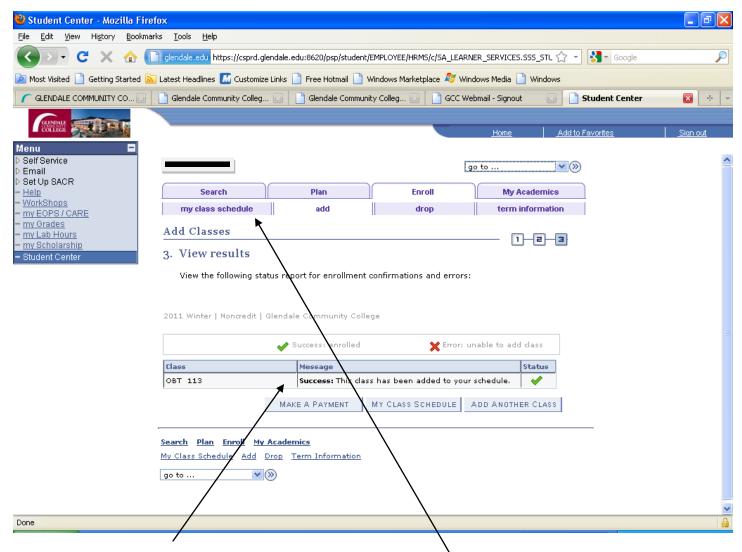
Here you will see the "Permission Nbr" box, where you will enter the number given by your instructor (#480624). Once you have inputted that number in the box, click the "Next" button.



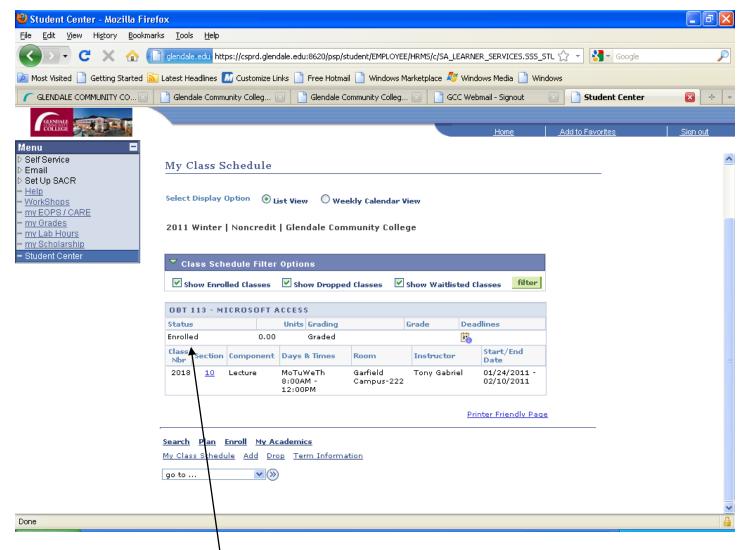
Click on "Proceed to Step 2 of 3" button.



Click on "Finish Enrolling" button.



You have successfully added the class. Click on the "my class schedule" tab to see results.



This shows that you are now enrolled. You are not on the wait list anymore.