

Using a Permission Number with COIN

A **Permission Number** is a special code number that a Faculty Member may give you that allows you to enroll in their course, even though it is full or you may not meet other course requirements.

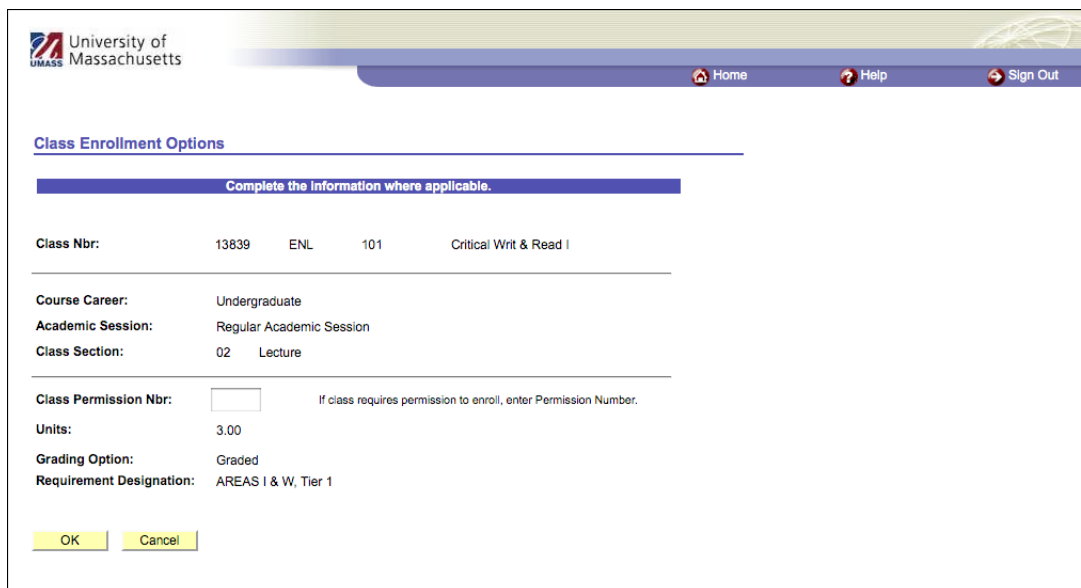
To use a Permission Number:

- Go to the **Academics** page.
- Click on the **Add / Drop / Swap a Class** link.
- Click on the desired **Term**.
- Click on the **Add Classes** link at the bottom of the screen.
- Enter the desired Course Number into one of the blank fields in the left column.

If you do not know the Course Number, you can use the Magnifying Glass button to help you.

Remember to deselect the Open Classes Only checkbox if you are looking for a class that you know is full. Also remember that COIN will not show the search results if there are too many to display quickly. For example, if you look for classes in the English (ENL) department, and include classes that are closed, COIN will require that you narrow your search. In that case, type the course number (e.g. 101) into the Catalog Number field in addition to the Subject on the Basic Search page before searching.

- Click **Submit**.
An Error is displayed in the Add Status column.
- Click the link for the desired class in the **Subject / Catalog#** column.
The Class Enrollment Options screen is displayed, as shown here.



The screenshot shows the 'Class Enrollment Options' screen. At the top left is the University of Massachusetts logo. The top navigation bar includes 'Home', 'Help', and 'Sign Out' links. The main content area is titled 'Class Enrollment Options' and contains a blue bar with the text 'Complete the information where applicable.' Below this, the following information is displayed:

Class Nbr:	13839	ENL	101	Critical Writ & Read I
Course Career:	Undergraduate			
Academic Session:	Regular Academic Session			
Class Section:	02	Lecture		
Class Permission Nbr:	<input type="text"/>	If class requires permission to enroll, enter Permission Number.		
Units:	3.00			
Grading Option:	Graded			
Requirement Designation:	AREAS I & W, Tier 1			

At the bottom of the form are two buttons: 'OK' and 'Cancel'.

- Enter the Permission Number into the field provided.
- Click **OK**.