



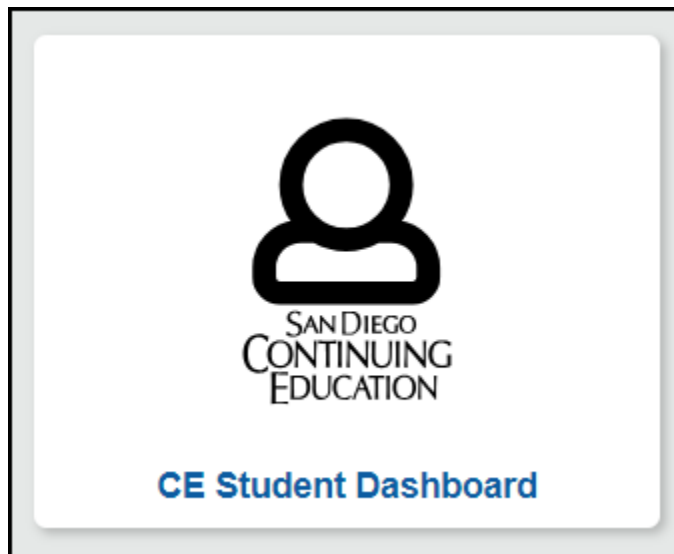
ENROLLING IN A CLASS WITH A PERMISSION NUMBER

DESCRIPTION

This guide explains the procedure to enroll into a class using a permission number.

INSTRUCTIONS

STEP	Instructions
1)	Log into your mySDCCD account and click on your CE Student Dashboard tile.





STEP	Instructions
2)	On the Continuing Education Classes pagelet, click the Enroll link. Then click the Add option.

The screenshot shows the 'CE Student Dashboard' with a teal header. A notification at the top right states 'You have 2 items pending.' The main content area includes three widgets: 'Continuing Education Classes' (with tabs for 'My Class Schedule' and 'My Grades'), 'My To-Do List' (showing 'You currently have no to-do items.'), and 'Student Quicklinks' (with links for 'MESSAGE CENTER', 'CE - CLASS SEARCH', and 'CE - PROGRAMS'). A 'Calendar and Deadlines' widget shows '12/04/2023 - Spring 2024 Enrollment Begins'. In the 'Continuing Education Classes' widget, the 'Enroll' link is highlighted with a yellow box and an arrow.

This close-up screenshot focuses on the 'Continuing Education Classes' pagelet. It shows the 'My Class Schedule' and 'My Grades' tabs. Below the tabs, the text reads 'You are not enrolled in any classes at this time.' A dropdown menu is open, with the 'Add' option highlighted in yellow and an arrow pointing to it. Other options in the dropdown include 'Drop'. Below the dropdown, there are links for 'Enroll | Class Search | My Planner | My Education Plan | View Unofficial Transcript' and a 'Last Updated: 01/25/2024 03:08 PM' timestamp with a refresh icon.



STEP	Instructions
3)	Select the Term and click the Continue button.

CE Student Dashboard

Add Classes 1 2 3

Select Term

Select a term then select Continue.

	Term	Career	Institution
<input type="radio"/>	Fall 2023	Continuing Education	San Diego Community Coll Dist
<input checked="" type="radio"/>	Spring 2024	Continuing Education	San Diego Community Coll Dist
<input type="radio"/>	Spring 2024	Undergraduate	San Diego Community Coll Dist

Continue



STEP	Instructions
4)	Enter the Class Number (If known) in the Enter Class Nbr field or search for the class through the Class Search and click the Search button. Note: If the class is already in your shopping cart, click on the class and proceed to step 5.

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2024 | Continuing Education | San Diego Community Coll Dist Change Term

Open
 Wait List
 Closed
 Honors
 Deadlines
 No

Shopping Cart

Spring 2024 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
	ACCT 502-7001 (55800)	MoWe 8:00AM - 10:00AM	West City - 124	C. Sample		<input type="checkbox"/>

Add to Cart

Enter Class Nbr

Find Classes

Class Search

My Requirements

My Planner



STEP	Instructions
5)	<p>In the Add Classes page:</p> <p>A. Enter the Permission Number in the Permission Nbr field.</p> <p>B. Then Click the Next button to add the class to your shopping cart.</p> <p>Note: Permission numbers are issued by your instructor or the department. If you need to contact your instructor please use our Online Class Search: https://www.sdccd.edu/students/class-search/search.html.</p>

Add Classes 1 2 3

1. Select classes to add - Enrollment Preferences

Spring 2024 | Continuing Education | San Diego Community Coll Dist
ACCT 502 - Computerized Accounting

Class Preferences

ACCT 502-7001 Lect/Lab Closed

Session 6WK1 - Six Weeks **Grading** Graded

Career Continuing Education **Units** 0.00

Enrollment Information

- Completion of To Do List is required to enroll in this course.
- Not Transferable

Requirement Designation Completed

Section	Component	Days & Times	Room	Instructor	Start/End Date
7001	Lect/Lab	MoWe 8:00AM - 10:00AM	West City - 124	Counselor Sample	01/31/2024 - 03/09/2024



STEP	Instructions
6)	Click the Proceed to Step 2 of 3 button.

Add Classes 1 2 3

1. Select classes to add

To select classes for another term, select the term and select Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2024 | Continuing Education | San Diego Community Coll Dist Change Term

● Open
 ▲ Wait List
 ■ Closed
 H Honors
 📅 Deadlines
 🚫 No Cost Textbooks

Add to Cart

Enter Class Nbr Enter

Find Classes

Class Search

My Requirements

My Planner

Search

Spring 2024 Shopping Cart						
Delete	Class	Days/Times	Room	Instructor	Units	Status
🗑️	ACCT 502-7001 (55800)	MoWe 8:00AM - 10:00AM	West City - 124	C. Sample		<input type="checkbox"/>

Proceed to Step 2 of 3



STEP	Instructions
7)	Click the Finish Enrolling button.

Add Classes 1 2 3

2. Confirm classes


Select Finish Enrolling to process your request for the classes listed. To exit without adding these classes, select Cancel.

Spring 2024 | Continuing Education | San Diego Community Coll Dist

● Open
 ▲ Wait List
 ■ Closed
 H Honors
 D Deadlines
 \$ No Cost Textbooks

Class	Description	Days/Times	Room	Instructor	Units	Status
ACCT 502-7001 (55800)	Computerized Accounting (Lect/Lab)	MoWe 8:00AM - 10:00AM	West City - 124	C. Sample		<input type="checkbox"/>

Cancel
 Previous
 Finish Enrolling





STEP	Instructions
8)	If your transaction is successful, you should receive a message letting you know you've been enrolled into the class.

Add Classes 1 2 3

3. View results

View the following status report for enrollment confirmations and errors

Spring 2024 | Continuing Education | San Diego Community Coll Dist

✓ Success: enrolled
✗ Error: unable to add class

Class	Message	Status
ACCT 502	Message: You have successfully enrolled in the class	✓

My Class Schedule
Add Another Class

STEP	Instructions
9)	End of Process.