Enrolling in Independent Study Courses

Typically independent study classes will not show in Class Search. These classes generally require a Permission Number that is distributed by the applicable academic department.

These instructions may also pertain to other courses that are marked as requiring “Instructor Consent” or “Department Consent” or otherwise are setup to only allow select students to enroll.

In order to register via Student Center you will need the Class Number for the class (the class number is specific to a course and section number) and the Permission Number assigned to you for that section. You may obtain both from the academic department. Typically the Administrative Assistant for the department will be the person to issue Permission Numbers, but this is not always the case.

- Log into Student Center and choose the Enroll link.

- The enroll menu can also be accessed by clicking Search or the Search for Classes button and then selecting the Enroll tab.

- On the Enroll page enter the class number and click the enter button.
• On the next page enter the Permission Number and click the NEXT button.

• The class is now added to your shopping cart. Continue the enrollment process by clicking the PROCEED TO STEP 2 OF 3 button.

• Complete the enrollment process by clicking the FINISH ENROLLING button.
Once your courses are enrolled, you **MUST** take one additional step to update your bill and check your new account balance. In **Student Center**, under **Finances**, click the **Account Inquiry** link.

![Image of Account Inquiry](image)

Clicking the **Account Inquiry** link will re-calculate your bill and give you an accurate, updated account balance. **You must do this each time you add or drop courses to have your account reflect your true balance.**

***** **Be Aware:** Failure to follow this step could result in not seeing your accurate account balance and having an outstanding balance on your account. This could result in a Financial Services hold or possibly cause you to be dropped for non-payment if you pay the wrong balance. Financial Services holds prevent all enrollment and block printing of official transcripts. *****