1. If you want to register for a class that requires a permission number, you must contact the instructor or the class department to request the permission number.

2. The three ways to obtain a permission number:
   a. Email the instructor using your myBoiseState email account. Type the instructor’s name in the “To:” field of the email. Many times the email address will automatically show up.
   b. Go to boisestate.edu. On the left click on Directory. From that link use the Searchable Faculty and Staff Directory to find the instructor.
   c. If there is no instructor listed, or you cannot find their direct email, contact the department of the class using the A-Z Index (found on the left side of boisestate.edu).

3. After you have received the permission number, you can enter it into Student Center and be fully registered in the course.
   a. Make sure the class is in your Shopping Cart.
   b. In your Shopping Cart, click on the class title (it will have an underlined link).
   c. Enter permission number.
   d. Click next.
   e. On the next screen, check the small select box and enroll.