How To:

Enter Permission Numbers
Permission Numbers

• If consent is required for a class, contact the Graduate School of Management for permission to enroll in the class.
• If you are granted permission, you will be assigned a permission number for that class only.
• Permissions numbers are typically valid for a maximum of 3 days.
• You must enter the permission number when you add the class to your schedule.
• Access the Student Center via CheckMarq.
• Click the Enroll link on the main page of the Student Center.
• Select the appropriate term.
• Search for your desired class.
  • When you are ready to add it to your Shopping Cart, you will be taken to the Enrollment Preferences page.
• Enter your permission number in the permission number field.
• Click Next to proceed and finish the registration process as usual.
• You can also enter a permission number for a class that is already in your Shopping Cart.
  • Click the Class in your Shopping Cart to visit the Enrollment Preferences page.
**Logging into CheckMarq**

- To register for classes & view your appointment time, you must sign into CheckMarq ([https://checkmarq.mu.edu](https://checkmarq.mu.edu)) using your username and password (not the same as your Marquette email).

If you encounter problems accessing CheckMarq, [complete a help request form](#) or contact the IT Services Help Desk at (414) 288-7799.
Adding Courses to Your ‘Shopping Cart’

1. From the Homepage, Click on ‘Add, swap or drop classes’
Adding Courses to Your ‘Shopping Cart’

2. Select appropriate term & click ‘Continue’
Adding Courses to Your ‘Shopping Cart’

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.

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3. Enter the ‘Class Nbr’ or click ‘search’

Add to Cart:

Enter Class Nbr

2016 Summer Term Shopping Cart

Your enrollment shopping cart is empty.
Adding Courses to Your ‘Shopping Cart’

4. Enter Course Subject, and if you know the number, type it into the box to the right of ‘Course Number’

5. Under ‘Course Career’, click ‘Graduate’ under the drop down arrow

6. Click ‘Search’ after at least 2 search criteria has been entered
7. Scroll to find desired course – to modify or conduct a new search, click ‘New Search’ and/or ‘Modify Search’

The ‘Status’ signifies whether a course is still open or closed due to fulfilled capacity, etc.
If you received a permission number for a particular course, enter it here.