

Class Permission Numbers

The Class Permissions page is used to provide students or advisors with a means to override errors that occur due to:

1. A closed class. This includes closed sections as well as sections in which all of the remaining seats are reserved. **NOTE: Permission numbers should never be used to add a student into a course that is closed and has an active waitlist.**
2. A requisite that is not met. This includes co-requisites, pre-requisites, student group, etc.
3. A class set with Department or Instructor Consent.
4. A class in a career other than the student's.

The path to the Class Permissions page is RECORDS AND ENROLLMENT > TERM PROCESSING > CLASS PERMISSIONS > CLASS PERMISSIONS.

From here enter the Term, Subject, and Catalog Nbr in the appropriate fields.

The results of the search are as follows:

Permission to Add

Course ID 100560 Course Offering Nbr 2

Academic Institution University of Pittsburgh

Term Fall Term 2025- Undergrad

Subject Area 2026

Catalog Nbr 0101 Anthropology

INTRO TO CULTURAL ANTHROPOLOGY

Class Section Data Find | View All First 1 of 1 Last

Session SE3 Full Term Session Class Nbr 27815 Class Status Active

Class Section 2010 Class Type Enrollment Section

Component Lecture Instructor Palmer, Fileve Tialoc

☐ Student Specific Permissions

▼ Defaults

Expiration Date 09/05/2025

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions

Permission Data Personalize | Find | First 1 of 1 Last

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input type="checkbox"/>			Not Used		09/05/2025

Save Return to Search Previous in List Next in List Notify

Use the arrows to move from one section to another.

Change expiration date here.

Enter number of permission numbers to be created here.

If multiple sections of the class exist, select the section for which you want to create the permission. Permission Numbers will be available for use until the Expiration Date which defaults to the last day of add/drop for the term or session. If you want to use a date other than the end of add/drop change the **'Expiration Date'** before you enter the Assign More Permissions. Check the box(es) in the **'Permission Valid For'** section that corresponds to the

reason(s) for the override. For example, if you want to allow the student into the class without the designated requisites, check the **Requisites Not Met** box. This allows the student to bypass requisite processing but will not allow the student to register for the class if it is closed, has a Career conflict, or requires Department/Instructor Consent.

NOTE: You will not be able to provide class permission numbers for non-enrollment sections (i.e. labs, recitations). If a lab or recitation is closed and you want to allow a student to enroll in the section you will have to process the enrollment on Quick Enroll.

In the **'Assign More Permissions'** box, enter the number of permissions that you want to grant at this time.

Click the **'Generate'** button and the following will display:

Permission to Add

Course ID 100560

Course Offering Nbr 2

Academic Institution University of Pittsburgh

Term Fall Term 2025- Undergrad

Subject Area 2026

ANTH Anthropology

Catalog Nbr 0101

INTRO TO CULTURAL ANTHROPOLOGY

Class Section Data

Find | View All First 1 of 1 Last

Session SE3 Full Term Session

Class Nbr 27815

Class Status Active

Class Section 2010

Class Type Enrollment Section

Component Lecture

Instructor Palmer,Fileve Tlaloc

☐ Student Specific Permissions

Defaults

Expiration Date 09/05/2025

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions 1

Generate

Class Permission Data

Personalize | Find | First 1 of 1

General Info

Permission

Issued To

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	201622			<input type="checkbox"/>			Not Used		09/05/2025

The permission number to be given to the student is here.

NOTE: The Expiration Date field on the **'General Info'** tab is updatable until the permission number is used.

Click the **'Permission'** tab and you will notice that the box(es) checked under **'Permission Valid For'** will be checked for you. You can use this area to adjust the check box(es) as needed until the permission number is used.

Defaults

Expiration Date 09/05/2025

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions

The Default area is used for initial creation of the permission number.

Class Permission Data

Personalize | Find | First 1 of 1 Last

General Info | **Permission** | Issued To

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction
1			<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Override checkboxes are updatable until the permission number is used.

Click the **'Issued To'** tab to record the ID of the student for whom the permission number was created.

Class Permission Data

Personalize | Find | First 1 of 1 Last

General Info | Permission | **Issued To**

Seq #	Number	ID	Emplid Issued To
1	201622		1234567

Enter Student ID here.

Note: You can use the lookup to find the student ID number. The student's name will not display until the permission number is used. The student ID number is for information/tracking purposes, it will not be validated when the permission number is used.

On the **'General Info'** tab click the box under **'Issued'** to indicate that the permission number has been assigned to a student. Then click Save.

The **'Issued By'** and **'Issued Date'** fields will be populated with the ID of the user who created the permission number and the date it was created.

Class Permission Data

Personalize | Find | First 1 of 1 Last

General Info | **Permission** | Issued To

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	201622			<input checked="" type="checkbox"/>	ALD	07/10/2025	Not Used		09/05/2025

These fields populated when you click Save.

Provide the Permission number and the Expiration Date to the student for processing via Self-Service Enrollment or with an Advisor via the Quick Enroll page. Be sure that the **Emp ID Issued To** field is updated with the ID of the student to whom permission is being granted. This is the only way you will know that the permission has been assigned. There is no functionality associated with this field it is for tracking purposes only. If the permission number is assigned to more than one student the first student to use it will be granted access to the class, others will receive an Invalid Permission Number error.

Once the permission number is used, the ID of the student who used the permission number as well as the student's name will display under the ID field.

Class Permission Data									
Personalize Find First 1-2 of 2 Last									
General Info Permission Issued To									
Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	736695			<input type="checkbox"/>			Used then Dropped	05/05/2025	09/05/2025
2	362583			<input checked="" type="checkbox"/>	ALD	07/10/2025	Used	07/10/2025	09/05/2025

Used
permission
number