The Class Permission Number 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.
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 Permission Numbers page is:

RECORDS AND ENROLLMENT>TERM PROCESSING>CLASS PERMISSION NUMBERS

Enter the Term, Subject, and Catalog Nbr in the appropriate fields.

The results of the search display as follows:

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 will
allow the student to by-pass 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 Number Image]

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

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.

NOTE: For permission numbers created before the upgrade (7/2/2010) these fields will be blank. For permission number created after the upgrade (7/6/2010) these fields will be populated.
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.