



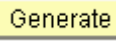



## Viewing and Creating Class Permission Numbers

Every term, Class Permission Numbers are created in batch by the Registrar's Office. Permission Numbers are used for instructor consent classes, over-enrollment and overriding requisites. Use this procedure to view existing Permission Numbers or manually generate additional Permission Numbers when they are needed, for example, when a new section of a class is added after the batch process has been run. You can also use this page to customize which requirements a permission number will override.

Permission numbers can override:

- **Closed Class:** Allows a student to over enroll in a full course or take a reserve capacity seat.
- **Requisite Not Met:** Allows a student who does not meet the prerequisites or who has a credit restriction due to a previously taken course to register.
- **Consent Required:** Allows a student to enroll in a course that requires permission.
- **Career Restriction:** Allows a student to register for a course outside of the student's career, for example, an undergraduate student in a graduate level course.

<b>Path:</b>	<b>Records and Enrollment &gt; Term Processing &gt; Class Permissions &gt; Class Permissions</b>
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1.	On the <b>Find an Existing Value</b> page, enter criteria to search for the class.
2.	Click an entry in the search results list to view the permission numbers for that class.
3.	Use the blue <b>Class Section Data</b> navigation header to locate the Class Section for which you would like to add more Permission Numbers.  Click  to search for a particular section. For example, type the class section or the class number to find that section. <b>Note:</b> Do not click View All as it will cause the Generate button to disappear.
4.	In the <b>Assign More Permissions</b> field, type the number of additional Permission Numbers you would like to add for this section.
5.	Click 
6.	To customize a permission number's overrides, click  and uncheck any requirements you would not like this permission number to override.
7.	To indicate you have issued a permission number to a student, click  and check <b>Issued</b> next to that permission number. When you save, your user ID will appear in the <b>Issued By</b> field and today's date will appear in the <b>Issued Date</b> field.
8.	To download a list of the permission numbers to Microsoft Excel, click the  . <b>Note:</b> To enable Excel downloads in Internet Explorer, please refer to the <a href="#">Enabling Excel Downloads in Internet Explorer</a> document.

9.	Click 
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