

Permission Numbers

Class Permission Numbers allow the student to register for courses for which he or she does not meet all of the enrollment conditions.

Permission Numbers override the following

- class enrollment capacity,
- class requisites,
- Instructor Approval,
- reserve capacity (seats reserved for first time students),
- waitlist position.

Permission Numbers **do not** override the following:

- time conflicts,
- student's enrollment unit cap,
- holds preventing registration.

Permission Numbers are generated in bulk by the Office of the Registrar before the class schedule is posted online. After that process, Permission Numbers must be generated manually for newly added sections adhering to the steps below.

Note: Faculty members **cannot** see Permission Numbers for the courses they teach until the first permission number for a given class has been used. Lists of Permission Numbers must be obtained via PeopleSoft Query and distributed to the faculty, who then give them to the students as they see fit.

1.0 Generating Permission Numbers

Navigation: Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Processing Steps Screen Shot

1. Enter "Term", "Subject Area" and "Catalog Nbr" information
2. Select the "Search" button.

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

3. Keep all of the "Defaults" checkboxes checked.
4. The "Expiration Date" will default to the term's census date – do not change it.
5. In the "Assign More Permissions" field enter the amount of permissions numbers you would like to generate. The standard amount is 20, but you may enter any number.
6. Next, select the "Generate" button.

Permission to Add

Course ID: 013996 Course Offering Nbr: 1
 Academic Institution: Humboldt State University
 Term: Spring Semester 2012 Undergrad
 Subject Area: HIST History
 Catalog Nbr: 110 U.S. History to 1877

Class Section Data Find | View All First 1 of 4 Last

Session: 1 Regular Academic Session Class Nbr: 21056 Class Status: Active
 Class Section: 1 Class Type: Enrollment Section
 Component: Lecture Instructor: Aronoff, Guy Alain

Student Specific Permissions

Defaults

Expiration Date: 02/13/2012

Permission Valid For:

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

Assign More Permissions: **Generate** Set All Permissions to Issued

Class Permission Data Customize | 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		02/13/2012

Save **Return to Search** **Notify**

Only "Enrollment" type sections can have Permission Numbers generated

Processing Steps Screen Shot

7. You will notice that the table below fills up with newly generated Permission Numbers.
8. Be sure to select the **"Save"** button at the bottom of the page before you leave this screen.

Assign More Permissions: [Generate](#) Set All Permissions to Issued

Class Permission Data									
General Info		Permission		Comments					
Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
16	111423			<input type="checkbox"/>			Not Used		02/13/2012
17	952848			<input type="checkbox"/>			Not Used		02/13/2012
18	319620			<input type="checkbox"/>			Not Used		02/13/2012
19	829920			<input type="checkbox"/>			Not Used		02/13/2012
20	396038			<input type="checkbox"/>			Not Used		02/13/2012

[Save](#) [Return to Search](#) [Notify](#)

2.0 Retrieving Permission Numbers via PS Query

Navigation: Menu > Reporting Tools > Query > Query Viewer

Find the HUM_SR_REG_CLS_PERM_NBR query

Processing Steps Screen Shot

1. Select the **"HTML"** or **"Excel"** link next to the query name.
2. Enter the **"Term"** (4-digit format) and one of the following:
 - a. **"Academic Organization"** (for example: '145-BIOL' for BIOL, BOT and ZOO),
 - b. **"Subject"** (for example 'BIOL'),
 - c. Or a 5-digit **"Class Nbr"**.
3. Select the **"View Results"** button.

[HTML](#) [Excel](#) [XML](#) [Schedule](#)

Term (Required):

Academic Organization:

or Subject:

or 5-digit Class Nbr:

[View Results](#)

[Last](#) [Acad Org](#) [Term](#) [Session](#) [Class Nbr](#)

Processing Steps Screen Shot

- A list of permission numbers will be displayed. You may choose to print it or export it as an Excel spreadsheet or a CSV text file.

Term (Required):

Academic Organization:

or Subject:

or 5-digit Class Nbr:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) (6 kb)

View All First Last

	Last	Acad Org	Term	Session	Class Nbr	Subject	Catalog	Section	Max Units	Component	Descr	Prmsn Seq	Permission	Given to:
1	Mays	348-HIST	2122	1	21056	HIST	110	1	3.00	LEC	U.S. History to 1877	1	610711	
2	Mays	348-HIST	2122	1	21056	HIST	110	1	3.00	LEC	U.S. History to 1877	2	618225	
3	Mays	348-HIST	2122	1	21056	HIST	110	1	3.00	LEC	U.S. History to 1877	3	634950	
4	Mays	348-HIST	2122	1	21056	HIST	110	1	3.00	LEC	U.S. History to 1877	4	414336	
5	Mays	348-HIST	2122	1	21056	HIST	110	1	3.00	LEC	U.S. History to 1877	5	220612	

3.0 Checking if a Permission Number is valid via PS Query

Navigation: Menu > Reporting Tools > Query > Query Viewer

Find the HUM_SR_CLS_PERM_NBR_LOOKUP query

Processing Steps Screen Shot

- Select the "HTML" or "Excel" link next to the query name.
- Enter the "Term" (4-digit format)
- Enter the provided permission number.
- Select the "View Results" button.
- The class or list of classes for which the permission number is valid will be displayed. You may choose to print it or export it as an Excel spreadsheet or a CSV text file.

[HTML](#) [Excel](#) [XML](#) [Schedule](#)

Term:

Enter Permission Nbr:

[View Results](#)

Last	Acad Org	Term	Session	Class Nbr

Term:

Enter Permission Nbr:

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (1 kb)

View All First Last

	Last	Acad Org	Term	Session	Class Nbr	Subject	Catalog	Section	Max Units	Component	Descr	Prmsn Seq	Permission	Prmsn Used
1	LAUCK	487-MATH	2122	1	22877	MATH	109	1	4.00	LEC	Calculus I	15	257572	N