

Campus Connection Class Permission Number Creation

Some classes require permission for a student to register. The department runs a process to generate (random) permission numbers for the class, which it can then hand out to students when they have met the permission requirements (one number per student). The student can then register for the class using the permission number to override the permission requirement.

SPECIAL PERMISSION NUMBERS OVERRIDE THE FOLLOWING:

- Prereqs/Coreqs
- Capacity
- Major/Minor restrictions
- Consent Required

Permission numbers do not currently override

- Grad/UGRD (Career) restrictions (due to our current set-up)
- Permission Time Period (not part of our current set-up)

PeopleSoft Navigation:

1. Records and Enrollment
2. Term Processing
3. Class Permissions
4. Class Permissions
5. This navigation will take you to a [Search](#) page
 - Enter UNDO1 for the institution
 - Enter the term (e.g., 0910)
 - Enter class data (subject and catalog number)
 - Click on the search button
 - Choose the appropriate course
 - Navigate to the appropriate section by clicking on the arrow on the right side of the blue line
 - With courses that have multiple sections, make sure you have the right class number.
 - In the defaults section, you might want to adjust the expiration date for your permission numbers.
 - In the Permission Valid For: section, you might want to uncheck items that you do not want your permission numbers to override. For example, you might have a class that has requisites in the Fall, but not in the Spring. In this case, for your Spring class, you would generate permission numbers that would override Requisites Not Met, but not Closed Class. In this example, you might also want to require Dept Consent on the Spring section, so students will know to seek permission numbers.
 - In the "Assign More Permission" box at lower left, enter the amount of numbers you would like to create for the section (more can be added later if you wish).
 - Tab out of the field. A list of the numbers will be displayed.
 - If you are satisfied with the result, click the Save button, and the permission numbers will be stored and can be retrieved through this same navigation.
6. The Permission to Drop tab can be accessed to give specific students permission to drop one of the classes in a group of corequisites, by entering the student's emplid. This feature would be used rarely.

DON'T FORGET TO SAVE!!

Permission to Add **Permission to Drop**

Course ID: 031233 Course Offering Nbr: 1
 Academic Institution: University of North Dakota
 Term: 2008 Spring Undergrad
 Subject Area: ENGL English
 Catalog Nbr: 120 College Composition II

Class Section Data Find | View All First 2 of 39 Last

Session: 1 Regular Academic Session Class Nbr: 7470 Class Status: Active
 Class Section: 03 Class Type: Enrollment Section
 Component: Lecture Instructor:

Student Specific Permissions

Defaults

Expiration Date: 03/28/2008

Permission Valid For:

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

Assign More Permissions: 10 **Generate**

Set All Permissions to Issued

Class Permission Data Find | First 1-10 of 10 Last

General Info **Permission** Comments

Seq #	Number	ID	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	239814		<input type="checkbox"/>			Not Used		03/28/2008
2	7385		<input type="checkbox"/>			Not Used		03/28/2008
3	979949		<input type="checkbox"/>			Not Used		03/28/2008
4	806207		<input type="checkbox"/>			Not Used		03/28/2008
5	886349		<input type="checkbox"/>			Not Used		03/28/2008
6	97628		<input type="checkbox"/>			Not Used		03/28/2008
7	223151		<input type="checkbox"/>			Not Used		03/28/2008
8	724173		<input type="checkbox"/>			Not Used		03/28/2008
9	621173		<input type="checkbox"/>			Not Used		03/28/2008
10	131748		<input type="checkbox"/>			Not Used		03/28/2008

Save **Return to Search**

[Permission to Add](#) | [Permission to Drop](#)