

Permission Numbers Fact Sheet

What are permission numbers?

Permission numbers are “passwords” that faculty members can distribute to students that will override certain enrollment rules, thus allowing a student to enroll in a class.

How do I use permission numbers?

Each semester, the Records Office will generate a certain quantity of permission numbers for classes. The quantity of permission numbers can be controlled at the course level thus giving faculty more control over their enrollments. Faculty will retrieve their permission numbers via Self-Service and distribute them to students as appropriate.

Permission numbers will override all of the following rules:

- class limit
- instructor consent
- career
- pre-requisites

Permission numbers can not be used to override:

- service indicators (holds)
- term unit limits
- enrollment appointments

If a faculty member needs additional permission numbers, they should contact the Records Office.

Quick Facts

- Permission numbers can be used only once.
- Faculty may view the permission numbers generated for a class by accessing their class roster.
- Faculty may view through Self-Service who used the permission numbers.