

# Generating Class Permission Numbers

SIS class permission numbers allow students to enroll by:

- overriding enrollment capacities,
- overriding enrollment requisites and/or
- granting instructor/department consent.
- overriding career for special consent situations.

Permission numbers will not override room capacity. If you need a larger room, submit an SOC Change Request form found on the Office of the Registrar website.

Class permissions numbers are associated with the enrollment sections of a class and are generated for the enrollment section. They are assigned to students to use while enrolling online. One permission number allows the student to enroll in all required components (lecture, lab, discussion, quiz) of the class.

Follow this procedure to generate permission numbers for a specific section of a class.

Navigation:

**Records and Enrollment > Term Processing > Class Permissions > Class Permissions**

The screenshot shows the 'Class Permissions' page in the CheckMarq system. On the left is a navigation menu with 'Class Permissions' selected. The main content area has a search bar and a 'Find an Existing Value' section with the following fields:

- Academic Institution: = [dropdown] MARQU
- Term: = [dropdown] 1310
- Subject Area: = [dropdown] ENGL
- Catalog Nbr: begins with [dropdown] 1001
- Academic Career: = [dropdown]
- Campus: begins with [dropdown]
- Description: begins with [dropdown]
- Course ID: begins with [dropdown]
- Course Offering Nbr: = [dropdown]

1. Complete these fields:

Field	Value/Instructions
Academic Institution	MARQU
Term	Enter the appropriate term.
Subject Area	Enter Subject Area abbreviation or select from drop-down list.
Catalog Nbr	Enter the catalog number of the class.

2. Click **Search**.
3. The Permission to Add page appears. **Note:** Marquette does not use Permission to Drop.

Permission to Add

Course ID: 003813 Course Offering Nbr: 1  
 Academic Institution: Marquette University  
 Term: 2010 Spring Term Undergrad  
 Subject Area: ENGL English  
 Catalog Nbr: 1001 Rhetoric & Composition 1

Class Section Data

Find | View All First 1 of 5

Session: 1 Regular Academic Session Class Nbr: 4396 Class Status: Active  
 Class Section: 102 Class Type: Enrollment Section  
 Component: Lecture Instructor: Czaja, Jean Marie

Student Specific Permissions

Defaults

Expiration Date: 01/26/2010

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 type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions: 3 Generate

Set All Permissions to Issued

Class Permission Data

Customize | Find | First 1-3 of 3

General Info | Permission | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	332529			<input type="checkbox"/>			Not Used		01/26/2010
2	158085			<input type="checkbox"/>			Not Used		01/26/2010
3	64394			<input type="checkbox"/>			Not Used		01/26/2010

Assign More Permissions: 3 Generate

Set All Permissions to Issued

Class Permission Data

Customize | Find | First 1-3 of 3 Last

General Info | Permission | Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1	332529		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2	158085		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3	64394		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions: 3 Generate

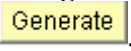
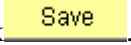
Set All Permissions to Issued

Class Permission Data

Customize | Find | First 1-3 of 3 Last

General Info | Permission | Comments

Seq #	Number	ID	Comments
1	332529		Student's name
2	158085		Student's name
3	64394		Student's name

4. Scroll to the appropriate class section. **Note:** Permission numbers are generated for one class section at a time. Do Not View All to generate permission numbers; generate permission numbers for each class section separately and then Save each section.
5. In the **Permission Valid For** area, check each condition you want these permission numbers to override.
6. The Expiration Date is the last day of late registration for this session. If you want the permission numbers you are adding to expire before that date, enter a different date.
7. In the **Assign More Permissions** field, enter the appropriate number of permissions to add and click .
8. Click .

## Distributing permission numbers

### Suggestions:

Under General Info, you can use the check boxes under the Issued column to keep track of issued permission numbers or use the browser button to print a list and give it to the person distributing the numbers.

Under the Comments tab, you can enter the name of the student that you issued a permission number. Use the browser button to print the list of student names.

As students register with permission numbers, return to the General Info page to see the name and ID of the students and the Permission Use Date.