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

1. Complete these fields:

<table>
<thead>
<tr>
<th>Field</th>
<th>Value/Instructions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution</td>
<td>MARQU</td>
</tr>
<tr>
<td>Term</td>
<td>Enter the appropriate term.</td>
</tr>
<tr>
<td>Subject Area</td>
<td>Enter Subject Area abbreviation or select from drop-down list.</td>
</tr>
<tr>
<td>Catalog Nbr</td>
<td>Enter the catalog number of the class.</td>
</tr>
</tbody>
</table>

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

**Permission to Add**
- **Course ID:** 003813
- **Academic Institution:** Marquette University
- **Session:** 1
- **Date:** 2010 Spring Term
- **Subject Area:** ENGL
- **Catalog Nbr:** 1001
- **Course Offering Nbr:** 1
- **Class Nbr:** 4395
- **Class Status:** Active
- **Class Section:** 102
- **Component:** Lecture
- **Instructor:** Czaja Jean Marie

**Class Section Data**
- **Find I View All**
- **First 1 of 8**

**Defaults**
- **Expiration Date:** 01/20/2010

**Permission Valid For:**
- **Closed Class:** Yes
- **Requisites Not Met:** Yes
- **Consent Required:** Yes
- **Career Restriction:** No
- **Permission Time Period:**

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

**Class Permission Data**

<table>
<thead>
<tr>
<th>Seq</th>
<th>Number</th>
<th>ID</th>
<th>Name</th>
<th>Issued</th>
<th>Issued By</th>
<th>Issued Date</th>
<th>Status</th>
<th>Permission Use Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>332529</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>01/20/2010</td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>158085</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>01/25/2010</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>64394</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>01/20/2010</td>
<td></td>
</tr>
</tbody>
</table>

**Assign More Permissions:**
- **3 Generate**
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**Class Permission Data**

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<tr>
<th>Seq</th>
<th>Number</th>
<th>ID</th>
<th>Closed Class</th>
<th>Requisites Not Met</th>
<th>Consent Required</th>
<th>Career Restriction</th>
<th>Permission Time Period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>332529</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td>Student's name</td>
</tr>
<tr>
<td>2</td>
<td>158085</td>
<td></td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
<td></td>
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<td>3</td>
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<td>Yes</td>
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</tbody>
</table>
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 **Generate**.

8. Click **Save**.

**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.