How to Use Class Permission Numbers

Class Permission Numbers are used when students are approved to enroll despite not meeting certain restrictions, requirements (such as instructor/department consent), reserved seat qualifications, or career standing (UGRD to GRAD class).

1. From the **Main Menu**, navigate to:
   Records and Enrollment >
   Term Processing >
   Class Permissions >
   Class Permissions.
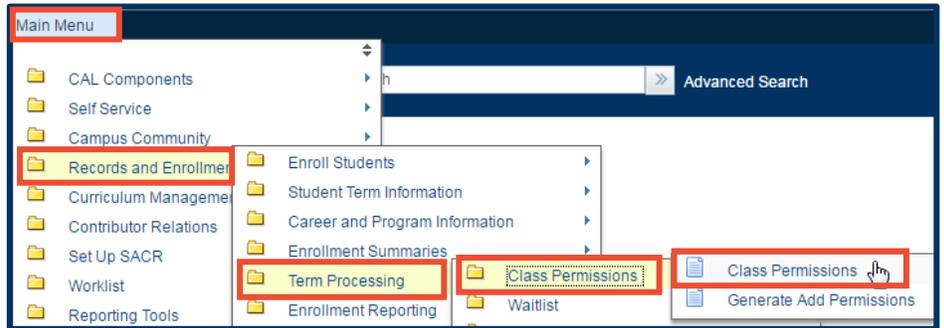
2. Under **Search Criteria**, use the look up table (🔍) or enter the **Term**, **Subject Area**, and **Catalog Nbr** of the class you would like to edit.

3. Select **Search**.

WARNING:

>> Permission numbers must be generated on the **Enrollment** section(s) of the class. This will cover any required **Non-Enrollment** section(s).

>> The **Class Permissions** page displays the sections of your class in order of the **Class Nbr** and *not* by the **Class Section** number.

4. This page defaults to show the **Permission to Add** tab.

In this example, note that the first of the 10 sections of Anthro 114 is a "Non-Enrollment Section"

Use the arrow buttons to find the **Enrollment** section(s).

Permission to Add	Permission to Drop		
Course ID:	100564	Course Offering Nbr:	1
Academic Institution:	UC Berkeley		
Term:	2016 Fall	Undergrad	
Subject Area:	ANTHRO	Anthropology	
Catalog Nbr:	114	Hist/Anthro Thought	

Class Section Data   Find | View All   First ◀ 1 of 10 ▶ Last

Session:	1	Regular Academic Session	Class Nbr:	31667	Class Status:	Active
Class Section:	101		Class Type:	Non-Enrollment Section		
Component:	Discussion		Instructor:			

☐ Student Specific Permissions

▼ Defaults

Expiration Date: 09/23/2016 📅

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
☑	☑	☑	☑	☑

Assign More Permissions: [____] [Generate]   ☐ Set All Permissions to Issued

Or, select **Find** and enter the enrollment section number. Select **OK**.

Anthropology
Hist/Anthro Thought

Find View   Enter search string:

Class Nbr: 31667   Class Status: Acti...   001

Class Type: Non-Enrollment Section   [OK] [Cancel]

Instructor:

5. In this example, the **Enrollment** section is the 2nd of the 10 class section records.

6. Set **Defaults** before generating Permission Numbers.

The default **Expiration Date** can be changed to a date of your choosing. Then, under **Permission Valid For**, select restriction overrides for the permission numbers you are about to generate.

Later, you can change any of these settings for an individual permission number (e.g.- extend the expiration date).

> **NOTE:** *Permissions will not override a student's time conflict.*

Closed Class – This will allow an override on any Requirement Group restrictions. It also creates the potential to override your total enrollment cap for the Enrollment and/or any Non-Enroll class sections. Be careful.

Requisites Not Met – This is not in use yet. In the future, it will allow enrollment for a student who has not met the required requisites for a class.

Consent Required – This must be checked when you have changed the Add Consent field for the class to Dept or Instr Consent.

Career Restriction – Check this box to allow Undergrads to enroll in Grad classes.

Permission Time Period – Not used for UCB enrollment process

7. Enter the quantity of permission numbers you wish to create and select the **Generate** button.

8. Select the **SAVE** button at the bottom of the page IMMEDIATELY after generating any new permission numbers.

   These permission numbers are now ready to be distributed to students.

9. After selecting **SAVE**, you can download this data to excel by selecting the blue and white, grid icon with the small, red arrow ( ).

   NOTE: *Seats are not saved when creating Class Permission Numbers, so do not generate more Permission Numbers than the total class capacity.*

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

http://sis.berkeley.edu/training