



# CREATING CLASS PERMISSION NUMBERS

## DESCRIPTION



Permission numbers are created by the system at two points in time:

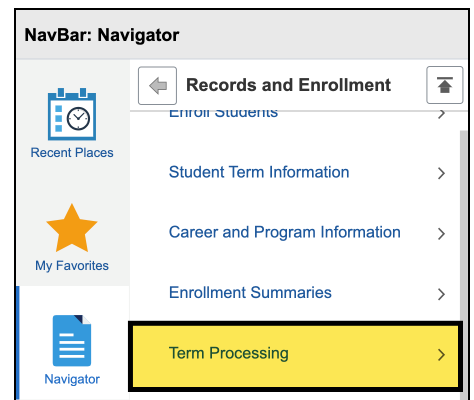
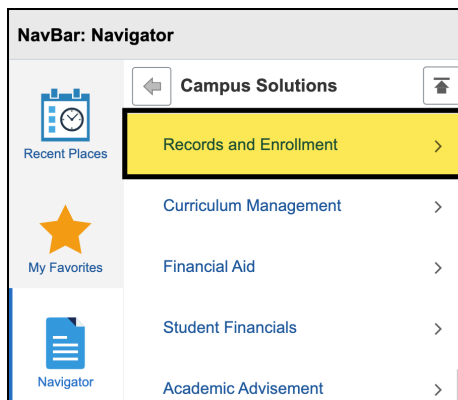
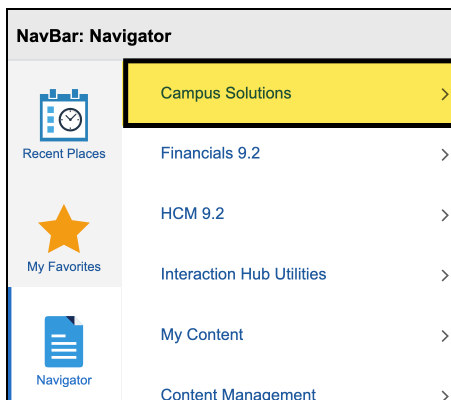
- Special admission courses - Created about a month before registration begins for the term.
  - Subjects: COSM, NRSE, VTAH, DENA, HEIT, HIMS, MEDA, PHYR, RADT, MLTT.
- All other courses - Created the weekend before the primary session for the term begins.
  - For spring terms, created the weekend before intersession begins.

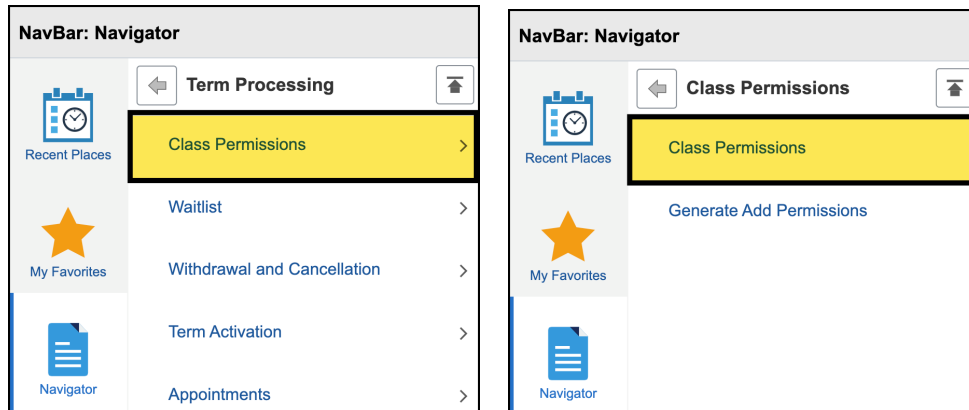
## INSTRUCTIONS

This job aid will go over the process necessary to create permission numbers for one class section.

Schedulers are encouraged to wait for the system to create the permission numbers for their classes. In some cases, schedulers will need to create permission numbers and will follow the below instructions.

| STEP | Instructions  |
|------|---|
| 1)   | Click on the Compass icon  and then click on the Navigator icon  to navigate to:<br>Campus Solutions > Records and Enrollment > Term Processing > Class Permissions > Class Permissions |





| STEP | Instructions   |
|------|--|
| 2)   | The Academic Institution value should default to 'SDCCD'.<br>A. Search for the course by entering the <b>Term</b> , <b>Subject Area</b> , <b>Catalog Nbr</b> , and <b>Campus</b> .<br>B. Click the <b>Search</b> button. |

**Class Permissions**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

▼ **Search Criteria**

\*Academic Institution = ▾ SDCCD 🔍

**A** \*Term = ▾ [ ] 🔍

\*Subject Area = ▾ [ ] 🔍

Catalog Nbr begins with ▾ [ ] 🔍

Academic Career = ▾ [ ]

**B** Campus begins with ▾ [ ] 🔍

Description begins with ▾ [ ]

Course ID begins with ▾ [ ] 🔍

Course Offering Nbr = ▾ [ ] 🔍

Academic Organization begins with ▾ [ ]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)



| STEP | Instructions   |
|------|--|
| 3)   | On the <b>Permission to Add</b> tab, you will be directed to the first section of the course for the college you selected.<br><br><b>Tip:</b> You can use the <b>Find feature</b> to locate a specific Class Number. |

Permission to Add | Permission to Drop

Course ID 000573      Course Offering Nbr 3

Academic Institution San Diego Community Coll Dist

Term Spring 2024      Undergrad

Subject Area ACCT      Accounting

Catalog Nbr 120      Federal Income Tax

Use the Find feature to locate a specific CN

This '1 of 1' means there is only one section of ACCT 120 scheduled at Miramar College for Spring 2024

**Class Section Data** Find View All First **1 of 1** Last

Session 1      Regular Academic Session      Class Nbr 53939      Class Status Active

Class Section 3003      Class Type Enrollment Section

Component Lecture      Instructor Noble,Susan

Student Specific Permissions

**Defaults**

Expiration Date 04/12/2024

Permission Valid For

| Closed Class               | Consent Required         | Permission Time Period   |
|----------------------------|--------------------------|--------------------------|
| 1 <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions  Generate  Set All Permissions to Issued

**Class Permission Data** Personalize | Find |  |  | First 1 of 1 Last

General Info | Permission | Comments

| Seq # | Number | ID | Name | Issued                   | Issued By | Issued Date | Status   | Permission Use Date | Expiration Date                 |
|-------|--------|----|------|--------------------------|-----------|-------------|----------|---------------------|---------------------------------|
| 1     | 1      |    |      | <input type="checkbox"/> |           |             | Not Used |                     | 04/12/2024 <input type="text"/> |

Permission to Add | Permission to Drop



| STEP | Instructions   |
|------|--|
| 4)   | <p>After locating the correct class section, create permission numbers by doing the following:</p> <p><b>A. Expiration Date</b> = Leave the date that defaults in.</p> <ul style="list-style-type: none"> <li><b>Note:</b> Permission Numbers are valid to use until the Class Add Deadline.</li> </ul> <p><b>B. Permission Valid For:</b></p> <ul style="list-style-type: none"> <li>Closed Class = check the box.</li> <li>Consent Required = check the box.</li> </ul> <p><b>C. Assign More Permissions</b> = Enter the number of permission number codes you need.</p> <p><b>D. Click the Generate button.</b></p> |

Permission to Add
Permission to Drop

Course ID 000573      Course Offering Nbr 3

Academic Institution San Diego Community Coll Dist

Term Spring 2024      Undergrad

Subject Area ACCT      Accounting

Catalog Nbr 120      Federal Income Tax

**Class Section Data** Find | View All    First 1 of 1 Last

Session 1      Regular Academic Session      Class Nbr 53939      Class Status Active

Class Section 3003      Class Type Enrollment Section

Component Lecture      Instructor Noble,Susan

Student Specific Permissions

**Defaults**

**A** Expiration Date 04/12/2024

Permission Valid For

|          | Closed Class                          | Consent Required                    | Permission Time Period   |
|----------|---------------------------------------|-------------------------------------|--------------------------|
| <b>B</b> | 1 <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

**C** Assign More Permissions 20      Generate       Set All Permissions to Issued

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info    Permission    Comments

| Seq # | Number | ID | Name | Issued                   | Issued By | Issued Date | Status   | Permission Use Date | Expiration Date |
|-------|--------|----|------|--------------------------|-----------|-------------|----------|---------------------|-----------------|
| 1     | 1      |    |      | <input type="checkbox"/> |           |             | Not Used |                     | 04/12/2024      |

Save
Return to Search
Notify

Permission to Add | Permission to Drop



| STEP | Instructions  |
|------|---|
| 5)   | The permission numbers will populate in the <b>Class Permission Data</b> table.<br>Click the <b>Save button</b> . |

Permission to Add
Permission to Drop

Course ID 000573      Course Offering Nbr 3

Academic Institution San Diego Community Coll Dist

Term Spring 2024      Undergrad

Subject Area ACCT      Accounting

Catalog Nbr 120      Federal Income Tax

**Class Section Data** Find | View All    First 1 of 1 Last

Session 1      Regular Academic Session      Class Nbr 53939      Class Status Active

Class Section 3003      Class Type Enrollment Section

Component Lecture      Instructor Noble,Susan

Student Specific Permissions

**Defaults**

Expiration Date 04/12/2024

Permission Valid For

| Closed Class                          | Consent Required                    | Permission Time Period   |
|---------------------------------------|-------------------------------------|--------------------------|
| 1 <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions  Generate  Set All Permissions to Issued

**Class Permission Data** Personalize | Find | First 1-20 of 20 Last

General Info
Permission
Comments

| Seq # | Number | ID     | Name | Issued                   | Issued By | Issued Date | Status   | Permission Use Date | Expiration Date |
|-------|--------|--------|------|--------------------------|-----------|-------------|----------|---------------------|-----------------|
| 1     | 1      | 661662 |      | <input type="checkbox"/> |           |             | Not Used |                     | 04/12/2024      |
| 2     | 2      | 890700 |      | <input type="checkbox"/> |           |             | Not Used |                     | 04/12/2024      |
| 20    | 20     | 649720 |      | <input type="checkbox"/> |           |             | Not Used |                     | 04/12/2024      |

Save
 Return to Search
 Notify

Permission to Add | Permission to Drop

| STEP | Instructions    |
|------|-----------------|
| 6)   | End of Process. |