



CREATING CLASS PERMISSION NUMBERS



DESCRIPTION

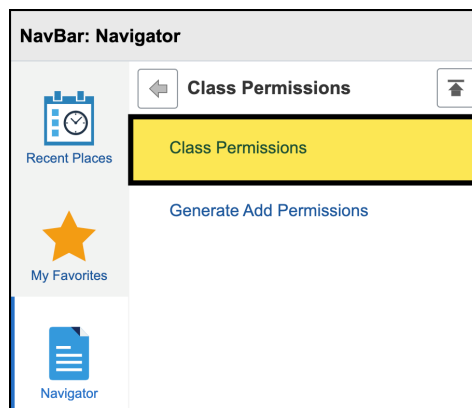
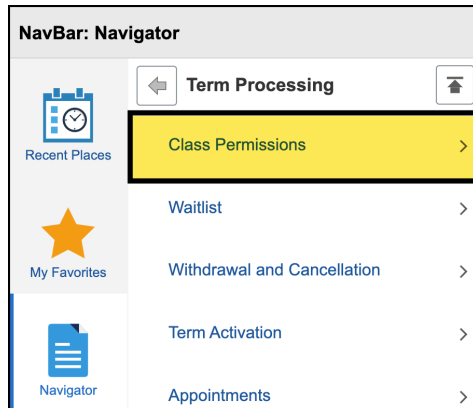
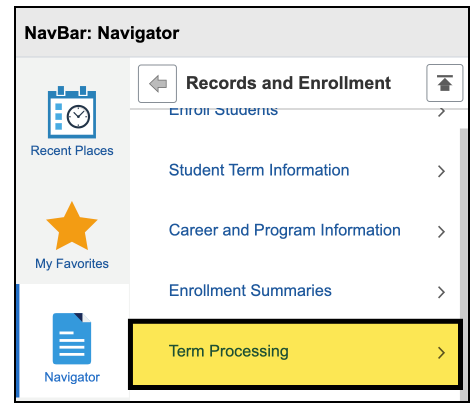
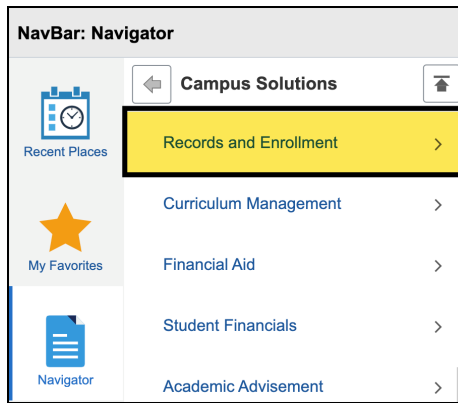
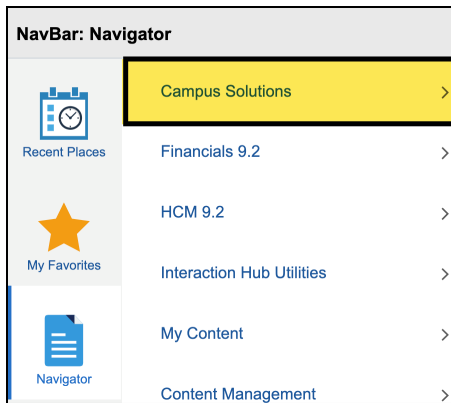
Permission numbers are created daily by the system.

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: Campus Solutions > Records and Enrollment > Term Processing > Class Permissions > Class Permissions





STEP	Instructions
2)	The Academic Institution value should default to 'SDCCD'. A. Search for the course by entering the Term , Subject Area , Catalog Nbr , and Campus . B. Click the Search 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)	<p>After locating the correct class section, create permission numbers by doing the following:</p> <p>A. Expiration Date = Leave the date that defaults in.</p> <ul style="list-style-type: none"> Note: Permission Numbers are valid to use until the Class Add Deadline. <p>B. Permission Valid For:</p> <ul style="list-style-type: none"> Closed Class = check the box. <ul style="list-style-type: none"> This will allow the student with the permission number to enroll above the class cap if the class is already at maximum capacity. Consent Required = check the box. <ul style="list-style-type: none"> This will allow the student with the permission number to enroll in classes when a permission number is required. <p>C. Assign More Permissions = Enter the number of permission number codes you need.</p> <p>D. Click the Generate button.</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		Permission Time Period
Closed Class	Consent Required	
1 <input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

C Assign More Permissions 20 **D** 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 Class Permission Data table. Click the Save button.

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

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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 type="checkbox"/>

Assign More Permissions Generate Set All Permissions to Issued

Class Permission Data Personalize | Find | [Print] [Grid] 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.