

CREATING CLASS PERMISSION NUMBERS

DESCRIPTION

Permission numbers are created daily by the system.

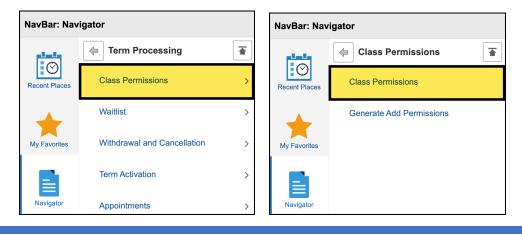
INSTRUCTIONS

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

NavBar: Navigator			NavBar: Navigator			NavBar: Navigator			
a tanàn	Campus Solutions	>		Campus Solutions		pints.	Records and Enrollment		
Recent Places	Financials 9.2	>	Recent Places	Records and Enrollment	>	Recent Places	Student Term Information	>	
+	HCM 9.2	>	+	Curriculum Management	>	+	Career and Program Information	>	
My Favorites	Interaction Hub Utilities	>	My Favorites	Financial Aid	>	My Favorites	Enrollment Summaries	>	
	My Content	>		Student Financials	>		Term Processing	>	
Navigator	Content Management	>	Navigator	Academic Advisement	>	Navigator			





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.

Search Criteria *Academic Institution = SDCCD *Term = Subject Area = Catalog Nbr begins with Academic Career = Campus begins with Description begins with Course ID begins with Course Offering Nbr =	
<pre>*Term = \log *Term = \log *Subject Area = \log Catalog Nbr begins with \log Academic Career = \log Campus begins with \log Description begins with \log Course ID begins with \log </pre>	
<pre>*Subject Area = \circlelow Catalog Nbr begins with \circlelow Academic Career = \circlelow Campus begins with \circlelow Description begins with \circlelow Course ID begins with \circlelow Campus begins begin</pre>	
Campus begins with ~ Q Description begins with ~	
Course ID begins with V	
Course Offering Nbr = \checkmark	
Academic Organization begins with V	
Case Sensitive	



STEP	Instructions
-)	After locating the correct class section, create permission numbers by doing the following:
3)	A. Expiration Date = Leave the date that defaults in.
	Note: Permission Numbers are valid to use until the Class Add Deadline.
	B. Permission Valid For:
	 Closed Class = check the box.
	$_{ m o}$ $$ 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.
	$_{ m o}$ This will allow the student with the permission number to enroll in classes when a
	permission number is required.
	C. Assign More Permissions = Enter the number of permission number codes you need.
	D. Click the Generate button .

Permission to Add Permission	n to Drop							1
Course ID Academic Institution Term Subject Area Catalog Nbr	San Diego Community Spring 2024 ACCT		ring Nbr 3					
Class Section Data					Find N	/iew All I	First 🕢 1 of	1 🕟 Last
Session 1 Class Section 3003 Component _{Lecture}	Regular Academi	ic Session	CI	Class Nbr 5393 ass Type Enr nstructor Not	ollment Section	Class Stat	u s Active	
 Student Specific Permission Defaults 	IS							
Permission		Consent Req	uired	Permis	sion Time Period		1	
Assign More	Permissions 20	Generate	Set All Permis	ssions to Issue	d			
Class Permission Data				Persona	lize Find	📑 Firs	st 🕚 1 of 1	Last
General Info Permission Seq # Number ID	Comments E	Issue	D ed Issued By	Issued Date	Status	Permission Use Date	Expiration Date	9
1 1					Not Used		04/12/2024	H
Return to Search Permission to Add Permission to D	Notify							



STEP	Instructions							
5)	The permissic Click the Save	on numbers will po button.	opulate in the Cla	ss Permission	Data table.			
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Pe	ermission to Add Per	rmission to Drop						
	Academic Instit Subjec	rse ID 000573 ution San Diego Communit Term Spring 2024 t Area ACCT og Nbr 120	Course Offering y Coll Dist Undergrad Accounting Federal Income Tax	Nbr 3				
CI	ass Section Data				Find	View All Fi	rst 🕢 1 of 1 🕑	Last
	Session 1 Class Section 3 Component	3003 Lecture	ic Session		or 53939 e Enrollment Section or Noble,Susan	Class Status	Active	
	Student Specific Pern Defaults	nissions						
		Expiration Date 04/12/2024 hission Valid For Closed Class	Consent Required	1	Permission Time Period			
	1							
	Assign	More Permissions 20	Generate	Set All Permissions to	o Issued			
	Class Permission Dat	ta		Perso	nalize Find 💷 🔣	First 🕚	1-20 of 20 🛞 L	ast
	General Info Permi	ssion <u>C</u> omments	Issued	ssued By Issue	d Date Status	Permission Use Date Ex	xpiration Date	
	1 1 661662				Not Used	0	4/12/2024	-
	2 2 890700				Not Used		4/12/2024	
	20 20 649720				Not Used		4/12/2024	
	Save Return to S	,						

STEP	Instructions
6)	End of Process.

Job Aid