

Job Aid

CREATING PERMISSION NUMBERS

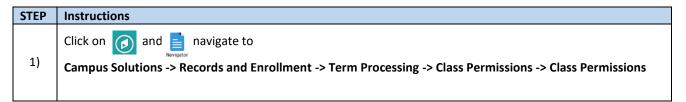
BUSINESS PROCESS: CREATING PERMISSION NUMBERS MODULE: CURRICULUM MANAGEMENT

PREREQUISITES

A class section for the course has to exist on the current schedule of classes.

INSTRUCTIONS

This Job Aid will go over the process necessary to generate permission numbers.



	A < ▼ ≡	1. Click on NavBar (Compass Icon)
Home Campu Processing C	us Solutions <u>Records and Enrollment</u> <u>Term</u> Class Permissions	3. Navigate to Class Permissions
NavBar: Nav	vigator	
	Class Permissions	
Recent Places	Class Permissions	4. Click on Class Permissions
+		
My Favorites		
	2. Click on Navigator	
Navigator		



S	TEP	Instructions
	2)	Enter search criteria on the class you want to generate permission numbers for.
	2)	Note : If you do not know some of the information, you can use the \bigcirc (Look Up icon) to search for the information.
	3)	Click on Search once you entered your criteria. Note : The ^{Search} buffering icon in the upper-right corner will let you know that PeopleSoft is searching for the information you requested.

Class Permissions				
Enter any information you have and click	k Search. Leave fields blan	k for a list of all	values.	
Find an Existing Value				
Search Criteria				
Academic Institution = •	SDCCD	Q		
Term = 🔻	2173			5
Subject Area = 🔻	ENGL	Q		2
Catalog Nbr begins with V	101			
Academic Career = •	Undergraduate	•		
Campus begins with Campus begins with	MIRA		'	
Course ID begins with V		Q		
Course Offering Nbr = •		Q		
Acasinic Organization begins with 🔻				
Case Sensitive				
Search Clear Basic Search	h 🖉 Save Search Criter	ia		



STEP	Instructions
4)	On the Permission to Add tab, you will be directed to the first section of the course.
5)	To create permission numbers for your specific section, click on the Find link. Then, enter the class nbr for the section, then click OK .

Permission to Add	Permission to Dro	p							
	Course ID 008501	Co	urso Offo	ring Nbr 3					
Academic		ego Community Coll Dist		ing nor 5					
Addenne	Term Spring	-							
Su	ubject Area ENGL	English							
	Catalog Nbr 101	Reading and	d Composi	tion					
Class Section Data		-					/iew All Fi	rst 🕚 1 of 42 🕑	Last
Class Section Data					4	Find	III AII FI	rst 🔍 1 of 42 🤍	Last
Ses	sion 1 F	Regular Academic Session			Class Nbr 17	098	Class Stat	us Cancelled Secti	ion
Class Sec	tion 3027				Class Type	nrollment Section	I		
Compor	nent Lecture				Instructor [)apper,Roxana			
Student Specific	Permissions								
Defaults									
	Expiration Dat	te 04/30/2017 🛐							
	Permission Valid Fo								
	ed Class		onsent Re	quired	Career Restriction	Permissior	n Time Period		
			4	-	I	Ø			
	Assign More Perm	issions Gener	rate	Set All P	ermissions to Iss	ued			
Class Permission	n Data				Persor	nalize Find 🗖	💽 Firs	t 🕚 1 of 1 🕑 La	ist
General Info	ermission <u>C</u> omr	nents 💷							
Seg # Number ID	Nan	ne	Issued	Issued By	Issued Date	Status	Permission Use Date E	Expiration Date	
1						Not Used	r		-
			1	1	1		· · · · ·	I	

	test-web2.sdccd.edu:24140 says:		×
	Enter search string:		
5 -	18768		
		ОК	Cancel



STEP	Instructions
6)	You will be directed to the Permission to Add tab for the class section you selected (Class Nbr=18768)
7)	The Expiration Date defaults. Do not change the date. The expiration date for permission numbers is determined by the add/drop deadline and not the date in this field.
8)	 Permission Valid for defaults to all boxes checked/selected. The Permission Valid For check boxes are used to specify the conditions that a class permission overrides. Check = Allow enrollment Uncheck = Do NOT allow enrollment Closed Class - Select to allow students to enroll in a class that is full. Verify box is checked. Requisites Not Met - Select to allow students to enroll in a class for which they do not meet the prerequisites. <u>Uncheck the box.</u> Consent Required - Select to allow students to enroll in a class that requires instructor or department consent to add, as indicated by the Add Consent field on the Enrollment Cntrl page. Verify box is checked. Career Restriction - Select to allow students to enroll in a class that is outside their career. <u>Uncheck the box.</u> Permission Time Period - Select to allow students to enroll in a class after the add/drop deadline. <u>Uncheck the box.</u>
9)	Enter the number of permission numbers you want to create for the class section in the Assign More Permissions field.
10)	Click Generate.



Permi	ssion to A										
	Acade	Course ID 0 mic Institution S Term S Subject Area E Catalog Nbr 1	an Diego Comm pring 2017 NGL			ng Nbr 3					
Class	Section Da	ata					-	Find	View All	First ④ 1 of 4	1 🕑 Last
		Session 1 s Section 3010	Regular Ac	ademic Session	e			Enrollment Section	n	tatus Active	
		mponent Lecture					Instructor	Cochran, Andrew	Douglas		
	udent Spe efaults	cific Permissions									
- U	relauits	Expiratio	on Date 04/14/20	017 🙀	- 7	7/					
	Г	Permission Va			6	/					
		Closed Class			(D		reer Restriction	Dermissi	on Time Period	4	
		Closed Class	Requisite	es Not Met Co	onsent Requ	lired Car	icel Resulction	T CHINAM	on time Period		
		Assign More		10 Genera					on Time Period		8
Ge	eneral Info	Assign More ssion Data	Permissions Comments	10 Genera	ate	Set All Perm	nissions to Iss Personaliz	ued e Find 🔄	First Permission	(1-10 of 10 (
Ge	eneral Info	Assign More	Permissions	10 Genera	ate		issions to Iss	sued e Find [2] =	First	1-10 of 10 Expiration Date	
Ge	eneral Info	Assign More ssion Data	Permissions Comments	10 Genera	ate	Set All Perm	nissions to Iss Personaliz	ued e Find 🔄	First Permission	(1-10 of 10 (j 🖃
Ge Seq #	Number 265750	Assign More ssion Data	Permissions Comments	10 Genera		Set All Perm	nissions to Iss Personaliz	e Find 🖓 🖥 Status Not Used	First Permission	 1-10 of 10 Expiration Date D4/14/2017) —) —
Ge Seq # 1 2	Number 265750 114393	Assign More ssion Data	Permissions Comments	10 Genera		Set All Perm	nissions to Iss Personaliz	sued e Find 2 3 Status Not Used Not Used	First Permission	 1-10 of 10 Expiration Date 04/14/2017 04/14/2017 	3 - 3 - 3 -
Ge Seq # 1 2 3	Number 265750 114393 965482	Assign More ssion Data	Permissions Comments	10 Genera		Set All Perm	nissions to Iss Personaliz	Status Not Used Not Used Not Used	First Permission	 1-10 of 10 Expiration Date 04/14/2017 04/14/2017 04/14/2017) —) —) —) —
Ge Seq # 1 2 3 4	Number 265750 114393 965482 160118	Assign More ssion Data	Permissions Comments	10 Genera		Set All Perm	nissions to Iss Personaliz	sued e Find 2 3 Status Not Used Not Used Not Used Not Used	First Permission	1-10 of 10) –) –) –) –) –
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Ge Seq # 1 2 3 4 5 6	Number 265750 114393 965482 160118 560957 219458	Assign More ssion Data	Permissions Comments	10 Genera		Set All Perm	nissions to Iss Personaliz	sued e Find 2 3 Status Not Used Not Used Not Used Not Used Not Used Not Used	First Permission	 1-10 of 10 Expiration Date 04/14/2017 04/14/2017 04/14/2017 04/14/2017 04/14/2017 04/14/2017 	3 - 3 - 3 - 3 - 3 - 3 -
Ge Seq # 1 2 3 4 5 6 7	Number 265750 114393 965482 160118 560957 219458 250981	Assign More ssion Data	Permissions Comments	10 Genera		Set All Perm	nissions to Iss Personaliz	sued e Find 2 2 Status Not Used Not Used Not Used Not Used Not Used Not Used Not Used	First Permission	 1-10 of 10 Expiration Date 04/14/2017 04/14/2017 04/14/2017 04/14/2017 04/14/2017 04/14/2017 04/14/2017 04/14/2017 	j - j - j - j - j - j - j - j - j - j -

STEP	Instructions
	Click Save to save all permission numbers.
11)	You can view the permission numbers under the Class Permission Data .
	*Note: Class Permission numbers vary in length (5+ digits)



Ger	neral Info	Permission	Comments [•							
Seq #	Number	ID	Name		Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	
1	104017							Not Used		04/30/2017 🛐	-
2	971707							Not Used		04/30/2017 🛐	-
3	958990							Not Used		04/30/2017 🛐	
4	487585							Not Used		04/30/2017 🛐	
5	168334				. <u> </u>			Not Used		04/30/2017 🛐	
6	92944			10 new p	bermi	ssion		Not Used		04/30/2017 🛐	
7	912980			numbers				Not Used		04/30/2017 🛐	
8	163164				Benc			Not Used		04/30/2017 🛐	
9	315798							Not Used		04/30/2017 🛐	
10	834475	J						Not Used		04/30/2017 🛐	

STEP	Instructions
12)	 To generate additional permission numbers (in addition to the 10 permission numbers created above): Enter the exact number of additional permission numbers needed in the Assign More Permission field Click Generate button. Click Save to save all permission numbers you created for the class section.
	END OF PROCESS.



Job Aid

₹D	efaults															
Expiration Date 04/30/2017																
		Permission Val				0		- dead	0	De di tin		Denningia	Topoint	-		
		Closed Class		Requisite	s Not Met	Con	sent Re	quired	Caree	r Restriction		Permissio	n Time Period			
		•										۲				
		Assign More P	ermis	sions	11	Generat	e	Set All Pe	ermise	ions to Iss	ued					
Class Permission Data Personalize Find 💷 🔣 First 🚯 1-21 of 21 🚯 La												Last				
General Info Permission Comments E																
Seq #	Number	ID	Name				ssued	Issued By		ssued Date	Status		Permission Use Date	Expiration Da	te	
1	104017										Not Us	sed		04/30/2017	Ħ	-
2	971707										Not Us	sed		04/30/2017	Ħ	-
3	958990										Not Us	sed		04/30/2017	Ħ	-
4	487585										Not Us	sed		04/30/2017	Ħ	-
5	168334										Not Us	sed		04/30/2017	Ħ	-
6	92944										Not Us	ed		04/30/2017	1	-
7	912980										Not Us	sed		04/30/2017	24	-
8	163164										Not Us	sed		04/30/2017	۶i	-
9	315798										Not Us	sed		04/30/2017	Ħ	-
10	834475										Not Us	sed		04/30/2017	Ħ	-
11	906569										Not Us	sed		04/30/2017	Ħ	-
12	383371										Not Us	ied		04/30/2017	24	-
13	266161										Not Us	ed		04/30/2017	۶i	-
14	98740										Not Us	sed		04/30/2017	Ħ	-
15	656829					i					Not Us	ed		04/30/2017	1	-
16	327184				11 ad	dition	al per	mission			Not Us	ed		04/30/2017	۶i	-
17	355604								Not Us	sed		04/30/2017	Ħ	-		
18	144578										Not Us	ed		04/30/2017	۶i	-
19	746050				_				-		Not Us	sed		04/30/2017	Ħ	-
20	63290										Not Us	sed		04/30/2017	Ħ	-
21	860652										Not Us	sed		04/30/2017	Ħ	-
								•								
0	1000	turn to County 15														