SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

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.

STEP	Instructions
1)	Click on 🧭 and 📄 Navigator navigate to **Campus Solutions -> Records and Enrollment -> Term Processing -> Class Permissions -> Class Permissions**

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

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**.

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. **Uncheck the box.** **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. **Uncheck the box.** **Permission Time Period -** Select to allow students to enroll in a class after the add/drop deadline. **Uncheck the box.**
9)	Enter the number of permission numbers you want to create for the class section in the **Assign More Permissions** field.
10)	Click **Generate**.

SAN DIEGO
COMMUNITY COLLEGE
DISTRICT

Permission to Add	Permission to Drop

Course ID 008501   Course Offering Nbr 3
Academic Institution San Diego Community Coll Dist
Term Spring 2017   Undergrad
Subject Area ENGL   English
Catalog Nbr 101   Reading and Composition

Class Section Data   Find | View All   First ◄ 1 of 41 ► Last

Session 1   Regular Academic Session   **6** →   Class Nbr 16324   Class Status Active
Class Section 3010   Class Type Enrollment Section
Component Lecture   Instructor Cochran,Andrew Douglas

☐ Student Specific Permissions

▼ Defaults

Expiration Date 04/14/2017 ◄ **7**

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
☑	☐	☑	☐	☐	← **8**

Assign More Permissions 10   Generate   ☐ Set All Permissions to Issued

Class Permission Data   Personalize | Find | ⧉ | 🖩   First ◄ 1-10 of 10 ► Last

General Info	Permission	Comments	▦

9   **10**

Seq #	Number	ID	Name	...ued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	
1	265750			☐			Not Used		04/14/2017 📅	⊟
2	114393			☐			Not Used		04/14/2017 📅	⊟
3	965482			☐			Not Used		04/14/2017 📅	⊟
4	160118			☐			Not Used		04/14/2017 📅	⊟
5	560957			☐			Not Used		04/14/2017 📅	⊟
6	219458			☐			Not Used		04/14/2017 📅	⊟
7	250981			☐			Not Used		04/14/2017 📅	⊟
8	729020			☐			Not Used		04/14/2017 📅	⊟
9	231800			☐			Not Used		04/14/2017 📅	⊟
10	746387			☐			Not Used		04/14/2017 📅	⊟

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

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.

▼ Defaults

Expiration Date 04/30/2017 📅

Permission Valid For

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

Assign More Permissions [11] [Generate] Set All Permissions to Issued

Class Permission Data   Personalize | Find | 🗗 | 📊   First ◀ 1-21 of 21 ▶ Last

[General 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			☐			Not Used		04/30/2017 📅	−
6	92944			☐			Not Used		04/30/2017 📅	−
7	912980			☐			Not Used		04/30/2017 📅	−
8	163164			☐			Not Used		04/30/2017 📅	−
9	315798			☐			Not Used		04/30/2017 📅	−
10	834475			☐			Not Used		04/30/2017 📅	−
11	906569			☐			Not Used		04/30/2017 📅	−
12	383371			☐			Not Used		04/30/2017 📅	−
13	266161			☐			Not Used		04/30/2017 📅	−
14	98740			☐			Not Used		04/30/2017 📅	−
15	656829						Not Used		04/30/2017 📅	−
16	327184						Not Used		04/30/2017 📅	−
17	355604						Not Used		04/30/2017 📅	−
18	144578						Not Used		04/30/2017 📅	−
19	746050			☐			Not Used		04/30/2017 📅	−
20	63290			☐			Not Used		04/30/2017 📅	−
21	860652			☐			Not Used		04/30/2017 📅	−

11 additional permission numbers generated

💾 Save   🔁 Return to Search   📧 Notify