Permission Numbers

Class Permission Numbers allow the student to register for courses for which he or she does not meet all of the enrollment conditions.

Permission Numbers override the following:
- class enrollment capacity,
- class requisites,
- Instructor Approval,
- reserve capacity (seats reserved for first time students),
- waitlist position.

Permission Numbers do not override the following:
- time conflicts,
- student’s enrollment unit cap,
- holds preventing registration,
- allowable number of class repeats.

Permission Numbers are generated in bulk by the Office of the Registrar before the class schedule is posted online. After that process, Permission Numbers are generated manually for newly added sections by the department coordinators.

Faculty members cannot see Permission Numbers for the courses they teach in their Faculty Center until the first permission number for a given class has been used. However, they can obtain a list of all Permission Numbers for courses taught by them using Query Viewer.

Is this Permission Number valid?

Navigation: Menu > Reporting Tools > Query > Query Viewer

Find the HUM_SR_CLS_PERM_NBR_LOOKUP query

<table>
<thead>
<tr>
<th>Processing Steps</th>
<th>Screen Shot</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. For quick check, select the &quot;HTML&quot; link next to the query name.</td>
<td><img src="image1" alt="HTML link" /></td>
</tr>
<tr>
<td>2. Enter the &quot;Term&quot; (4-digit format).</td>
<td><img src="image2" alt="Term entry" /></td>
</tr>
<tr>
<td>3. Enter the provided permission number.</td>
<td><img src="image3" alt="Permission number entry" /></td>
</tr>
<tr>
<td>4. Select the “View Results” button.</td>
<td><img src="image4" alt="View Results" /></td>
</tr>
<tr>
<td>5. The class or list of classes for which the permission number is valid will be displayed. You may choose to print it or export it as an Excel spreadsheet.</td>
<td><img src="image5" alt="Export as Excel" /></td>
</tr>
</tbody>
</table>

![Data Table](image6)