

Permission Numbers

Class permissions in PeopleSoft are numbers or authorizations that you can associate with a class and assign to students to use at enrollment time. This is similar to the Access Codes that were used in legacy SIS.

Registration office staff will run a process to produce these permission numbers initially, if additional numbers are needed and you have the appropriate security access, follow this process.

Generating Permission Numbers

Navigation: Records and Enrollment > Term Processing > Class Permissions

- Populate Academic Institution (NYUNV)
- Term (use look up to find values) if unknown
- Subject Area (use look up if needed, subject codes have changed starting Summer 2011)
- Click on Search

Class Permissions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

[Basic Search](#)

Search Results
View All First 1-22 of 22 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
NYUNV	1118	CLASS-UA	2	Undergrad	WS	Intensive Elementary Latin	126729	1
NYUNV	1118	CLASS-UA	3	Undergrad	WS	Elementary Latin I	126730	1
NYUNV	1118	CLASS-UA	5	Undergrad	WS	Intermediate Latin: Cicero	126732	1
NYUNV	1118	CLASS-UA	7	Undergrad	WS	Elementary Greek I	126734	1
NYUNV	1118	CLASS-UA	9	Undergrad	WS	Intermediate Greek: Plato	126736	1
NYUNV	1118	CLASS-UA	146	Undergrad	WS	Greek & Roman Epic	126758	1
NYUNV	1118	CLASS-UA	150	Undergrad	WS	Sp Tpcs Ancient Art	126760	1
NYUNV	1118	CLASS-UA	206	Undergrad	WS	Ancient Pol Thought from Demo	126764	1

- Select class from list

Permission to Add **Permission to Drop**

Course ID: 126760 Course Offering Nbr: 1
 Academic Institution: New York University
 Term: Fall 2011 Undergrad
 Subject Area: CLASS-UA Classics
 Catalog Nbr: 150 Sp Tpcs Ancient Art

Class Section Data Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 8671 Class Status: Active
 Class Section: 001 Class Type: Enrollment Section
 Component: Seminar Instructor:

Student Specific Permissions

Permission to Add Page

Permission to Add **Permission to Drop**

Course ID: 126760 Course Offering Nbr: 1
 Academic Institution: New York University
 Term: Fall 2011 Undergrad
 Subject Area: CLASS-UA Classics
 Catalog Nbr: 150 Sp Tpcs Ancient Art

Class Section Data Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 8671 Class Status: Active
 Class Section: 001 Class Type: Enrollment Section
 Component: Seminar Instructor:

Student Specific Permissions

Defaults

Expiration Date: 12/23/2011

Permission Valid For:

Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>				

Assign More Permissions: **Generate** Set All Permissions to Issued

Populate number and click on Generate to create more numbers. Remember to Save the page.

Use Check boxes as defaults when generating new numbers

When the Registration Office creates the initial Permission Numbers, only the **Consent Required** checkbox will be checked. If you desire that additional defaults be set for the original number, you can check the additional boxes for each number on the Permission Tab. If creating additional permission numbers make certain that the **Consent Required** checkbox is checked. Following are descriptions of the override that can be attributed to the Permission Number:

Permission Valid For:

- **Closed Section:** Enables student to enroll in a filled to capacity class
- **Requisite Not Met:** Enables student to enroll in a class for which the student has not met the pre-requisite
- **Consent Required:** Enables student to enroll in a class that has instructor or department approval required
- **Career Restriction:** Enables student to enroll in class in which course career is different from the student's career
- **Permission Time Period:** Enables student to enroll in a class after the 'add' time period for the term

Assigning Permission Numbers to Students

Permission to Add **Permission to Drop**

Course ID: 126729 Course Offering Nbr: 1
 Academic Institution: New York University
 Term: Fall 2011 Undergrad
 Subject Area: CLASS-UA Classics
 Catalog Nbr: 2 Intensive Elementary Latin

Class Section Data Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 13526 Class Status: Active
 Class Section: 001 Class Type: Enrollment Section
 Component: Lecture Instructor:

Student Specific Permissions

Defaults

Expiration Date: 12/23/2011

Permission Valid For:

Closed Class	Requisites Not Met	Consent Req	Career Restriction	Period
<input checked="" type="checkbox"/>				

Assign More Permissions: Generate All Permissions to Issued

Class Permission Data Customize | Find First 1-10 of 10 Last

General Info **Permission** Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	459325			<input checked="" type="checkbox"/>	paj238	04/20/2011	Not Used		12/23/2011
2	936780	11425075	Doodle,Abee Stella	<input checked="" type="checkbox"/>	paj238	04/20/2011	Used	04/20/2011	12/23/2011
3	704942			<input type="checkbox"/>			Not Used		12/23/2011

Annotations:

- Permission Numbers listed
- When number used students name appears here
- Status of permission number use
- Use field to track that number has been issued
- Identifies who gave number out and date

If you are working in an area in which not all staff members have access to this page, you may want to use the 'Set All Permissions to Issued' check box. Once you do that, all current permission numbers will be checked 'Issued'. You could then print the page and give it to staff that are in charge of distributing permission numbers, The Permission Numbers could be maintained manually.

Permission Tab:

When you generate new permission numbers you can use the default check boxes on page one. If you are giving permission number to a student and **do not** want a specific permission number to override one of the 5 permission boxes show below, simply "**de-select**" the check box for that specific student and give them the number for that "row". The system will obey the values populated here and will only allow permission based on the valid value here.

You are unable to make changes once the permission number is used. It will gray out as shown below.

Class Permission Data								Customize Find	First 1-10 of 10 Last
General Info		Permission		Comments					
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1	459325		<input checked="" type="checkbox"/>	<input type="checkbox"/>					
2	936780	11425075	<input checked="" type="checkbox"/>	<input type="checkbox"/>					
3	704913		<input checked="" type="checkbox"/>	<input type="checkbox"/>					
4	630737		<input checked="" type="checkbox"/>	<input type="checkbox"/>					
5	302329		<input checked="" type="checkbox"/>	<input type="checkbox"/>					
6	318570		<input checked="" type="checkbox"/>	<input type="checkbox"/>					

Deselect check boxes per permission number.

Comments Tab

Use the “comment” tab if you want to document additional information about granting this permission number. For example, you may want to indicate that permission granted as per a specific faculty or department. Or you may choose to populate student’s name when you give number out.

Class Permission Data				Customize Find	First 1-10 of 10 Last
General Info		Permission		Comments	
Seq #	Number	ID	Comments		
1	459325		<input type="text" value="Number given to Lance Greenburg"/>		
2	936780	11425075	<input type="text"/>		