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

- Select class from list
Permission to Add Page

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

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.

<table>
<thead>
<tr>
<th>Seq</th>
<th>Number</th>
<th>ID</th>
<th>Name</th>
<th>Issued</th>
<th>Issued By</th>
<th>Status</th>
<th>Status of permission number use</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>459325</td>
<td></td>
<td></td>
<td>✓</td>
<td>pag238</td>
<td>NotUsed</td>
<td>Status of permission number use</td>
<td>12/23/2011</td>
</tr>
</tbody>
</table>
| 2   | 935730 | 11425075 | Doodle Abby Stella | ✓      | pag238    | Used         | Status of permission number use | 04/20/2011      
| 3   |        |     |                   |        |           | NotUsed      | Status of permission number use | 12/23/2011      |

Use field to track that number has been issued

Permission Numbers listed

When number used students name appears here

Identifies who gave number out and date

Status of permission number use
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.