Procedure for Generating and Assigning Permission Numbers in AIS

Each course sponsoring agency is responsible for generating and assigning permission numbers for their classes, and course sponsoring agencies may wish to develop guidelines for managing permission numbers.

Permission numbers override:
- Appointment time
- Class status (closed status)
- Class requisites (pre-requisites, class level, major, lower/upper division, placement exam scores, and failed pre-requisites - D or F)

Permission numbers DO NOT override:
- Maximum units
- Negative service indicators (holds)
- Time conflicts

If you have questions please email the AIS Help Desk (ais-help@ucsc.edu).
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## Module 1: Generating Permission Numbers

### Objectives:
- Navigating to Class Permissions
- Generating Permission Numbers
- Managing Permission Numbers
- Deleting Permission Numbers

### Lesson 1: Navigating to Class Permissions

Login to [http://my.ucsc.edu](http://my.ucsc.edu) with your User ID and Password.

1. From MyUCSC.
   - One-Click Curriculum > Class Permission Numbers.

2. From AIS.
   - Records and Enrollment > Term Processing > Class Permissions.

3. Indicate Search Criteria.
   - **Academic Institution** = UCSCM.
   - **Term** = specify quarter, e.g., 2088.
   - **Subject Area** = specify subject, e.g., CHEM.
   - **Catalog Nbr** = specify number or leave blank to see all for a single subject.

### Notes:
Class Permissions search results.

4. Select Course from the Search Results.

Permission Defaults:
Expiration Date – last day of the add/drop/swap period.
Permission Valid For – defaulted to all checked but may unchecked cancel the override.

5. Generate Permission Numbers.
Enter a number in Assign More Permissions.
Click on Generate button.
Click on Save.

Question and Answer Session
Lesson 2: Managing Permission Numbers

Three tabs help manage permission numbers: General Info, Permission, and Comments. To see all three tabs at once, click on View All Tabs icon. After changing any information in the tabs, click Save.

1. General Info

After the permission number is used, the ID and name of the student who used the permission number shows on all tabs. To help with tracking, you may also indicate if the permission number was issued. Status indicates if it is Not Used, Used, or Used then Dropped. Permission Use Date indicates the date of usage, and Expiration Date displays the date the permission number will expire.

2. Permissions

If the permission number was not used, you can alter the permission override. If the permission is used, it displays what permissions were used.
3. Comments

On the comments tab you can make comments regarding the usage of the permission number.

Question and Answer Session

Lesson 3: Deleting Permission Numbers

If the permission number is not used, you may easily delete the permission number.

1. Click on the minus icon.

2. Click Save.

Question and Answer Session

Notes: