

# Academic Information Systems

Permission Numbers: Generating and Assigning Permission Numbers

---

7/21/2017  
Version 2.0

## 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

# Table of Contents

---

<b>MODULE 1: GENERATING PERMISSION NUMBERS .....</b>	<b>1</b>
Lesson 1: Navigating to Class Permissions.....	1
Lesson 2: Managing Permission Numbers.....	3
Lesson 3: Deleting Permission Numbers .....	4

# 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> with your User ID and Password.

1. From the Advising and Curriculum Tile (Faculty and Advisers):  
*Curriculum > Class Permission Numbers, OR*

From the NavBar

*Navigator > Records and Enrollment > Term Processing > Class Permissions > Class Permissions.*

2. 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:

[New Window](#) | [Help](#)

### 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:

Academic Career:

Campus:

Description:

Course ID:

Course Offering Nbr:

Case Sensitive

**Search Results**

[View All](#) First 1-43 of 43 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UCSCM	2088	CHEM	1A	Undergrad	MAIN	General Chemistry	017945	1
UCSCM	2088	CHEM	1C	Undergrad	MAIN	General Chemistry	017952	1
UCSCM	2088	CHEM	1N	Undergrad	MAIN	Gen Chem Lab	017958	1

Class Permissions search results.

### 3. Select Course from the Search Results.

[New Window](#) | [Help](#) | [Customize Page](#)

**Permission to Add**

Course ID: 017945      Course Offering Nbr: 1  
 Academic Institution: UC Santa Cruz  
 Term: 2008 Fall Quarter      Undergrad  
 Subject Area: CHEM      Chemistry and Biochemistry  
 Catalog Nbr: 1A      General Chemistry

**Class Section Data** First | View All | First 1 of 43 Last

Session: 1 Regular Academic Session      Class Nbr: 12624      Class Status: Active  
 Class Section: 01      Class Type: Enrollment Section  
 Component: Lecture      Instructor:

Student Specific Permissions

**Defaults**

Expiration Date: 10/15/2008

Permission Valid For:

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

Assign More Permissions: 1   Set All Permissions to Issued

**Class Permission Data** Customize | End | First 1 of 1 Last

Seq #	Number	ID	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1			<input type="checkbox"/>			Not Used		10/15/2008

*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.*

### 4. 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.

The screenshot shows the 'Permission to Add' form. At the top, there are fields for Course ID (017945), Academic Institution (UC Santa Cruz), Term (2008 Fall Quarter), Subject Area (CHEM), and Catalog Nbr (1A). Below this is the 'Class Section Data' section with fields for Session (1), Regular Academic Session, Class Nbr (12624), Class Status (Active), Class Section (01), Class Type (Enrollment Section), Component (Lecture), and Instructor. A red arrow points to the 'Class Permission Data' section, which includes a 'Defaults' table with columns: Closed Class, Requisites Not Met, Consent Required, Career Restriction, and Permission Time Period. Below this is a 'View All Tabs' icon, which is highlighted with a red box and a red arrow. The 'View All Tabs' icon is a small square with a magnifying glass over a document icon.

### 1. General Info

The screenshot shows the 'Class Permission Data' table with the 'General Info' tab selected. The table has the following columns: Seq #, Number, ID, Issued, Issued By, Issued Date, Status, Permission Use Date, and Expiration Date. The data row shows: 1, 668141, 9676543, Slug, Sammy, [checkbox], [checkbox], [checkbox], Used, 07/04/2008, 10/15/2008.

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

The screenshot shows the 'Class Permission Data' table with the 'Permission' tab selected. The table has the following columns: Seq #, Number, ID, Closed Class, Requisites Not Met, Consent Required, Career Restriction, and Permission Time Period. The data row shows: 1, 668141, 9676543, [checkbox], [checkbox], [checkbox], [checkbox], [checkbox].

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

## Notes:

### 3. Comments



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

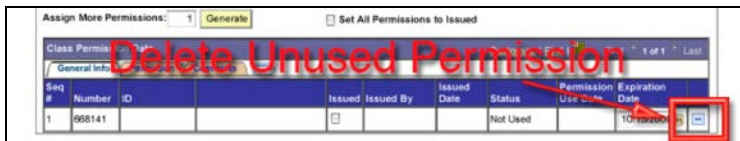


### Question and Answer Session

## 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:

**Required parameters are missing or incorrect.**