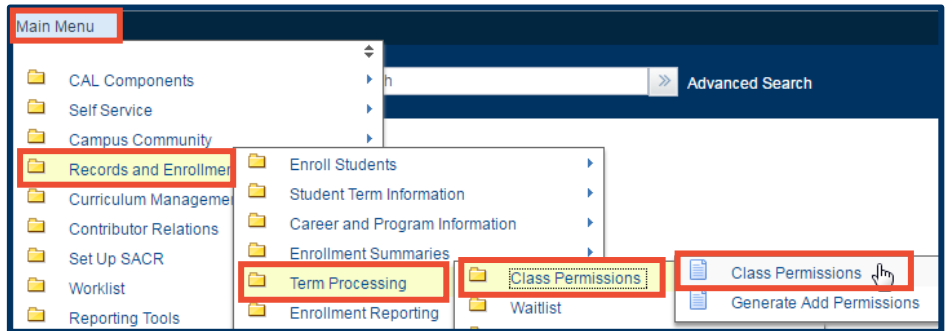



Permission Numbers







The term “Permission Number” replaces the term “Class Entry Code” (CECs) from in DB2. Permission numbers in Campus Solutions do not have the former functionality for holding a seat per code created.

- From the **Main Menu**, navigate to:
Records and Enrollment >
Term Processing >
Class Permissions >
Class Permissions.



- Under **Search Criteria**, use the look up table () or enter the **Term**, **Subject Area**, and **Catalog Nbr** of the class you would like to edit.

A screenshot of the 'Class Permissions' search form. The form has a title 'Class Permissions' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below this is a 'Find an Existing Value' button and a 'Search Criteria' section. The search criteria are as follows:

- Academic Institution: = ▼ UCB01 
- Term: = ▼ 2168 
- Subject Area: = ▼ ANTHRO 
- Catalog Nbr: begins with ▼ 114
- Academic Career: = ▼
- Campus: begins with ▼ 
- Description: begins with ▼
- Course ID: begins with ▼ 
- Course Offering Nbr: = ▼ 
- Academic Organization: begins with ▼

At the bottom, there is a 'Case Sensitive' checkbox and a 'Search' button (highlighted with a red box), a 'Clear' button, a 'Basic Search' button with a magnifying glass icon, and a 'Save Search Criteria' button.

- Click **Search**.

WARNING:

>> You must generate permission numbers on the **Enrollment** section(s) of the class. This will cover any required **Non-Enrollment** section(s), such as labs or discussion sections.

>> The **Class Permissions** page displays the sections of your class in order of the **Class Nbr** and *not* by the **Class Section** number.

4. This page defaults to show the **Permission to Add** tab.

In this example, note that the first of the 10 sections of Anthro 114 is a “Non-Enrollment Section”

Use the arrow buttons to find the **Enrollment** section(s).

The screenshot shows the 'Permission to Add' tab selected. The 'Class Section Data' section is highlighted with a red box and contains the following information:

- Session: 1 Regular Academic Session
- Class Nbr: 31667
- Class Status: Active
- Class Section: 101
- Class Type: Non-Enrollment Section
- Component: Discussion
- Instructor:

Below this, there are 'Student Specific Permissions' and 'Defaults' sections. The 'Expiration Date' is set to 09/23/2016. A table shows various permission options with checkboxes:

Closed 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"/>

At the bottom, there are buttons for 'Assign More Permissions', 'Generate', and 'Set All Permissions to Issued'.

Or, click **Find** and enter the enrollment section number. Click **OK**.

The screenshot shows a search dialog box overlaid on the interface. The 'Find' button is highlighted with a red box. The search string '001' is entered in the input field, which is also highlighted with a red box. The 'OK' button is also highlighted with a red box.

5. In this example, the **Enrollment** section is the 2nd of the 10 class section records.

Permission to Add | Permission to Drop

Course ID: 100564 Course Offering Nbr: 1
 Academic Institution: UC Berkeley
 Term: 2016 Fall Undergrad
 Subject Area: ANTHRO Anthropology
 Catalog Nbr: 114 Hist/Anthro Thought

Class Section Data Find | View All First 2 of 10

Session:	1	Regular Academic Session	Class Nbr:	31668	Class Status:	Active
Class Section:	001		Class Type:	Enrollment Section		
Component:	Lecture		Instructor:	Hirschkind, Charles Kendal		

Student Specific Permissions

Defaults

Expiration Date: 09/23/2016

Permission Valid For:

Closed 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: Generate Set All Permissions to Issued

6. Set **Defaults** before generating Permission Numbers.

The default **Expiration Date** that can be changed to a date of your choosing. Then, under **Permission Valid For**, select restriction overrides for the permission numbers you are about to generate

Later, you can change any of these settings for an individual permission number (e.g.- extend the expiration date).

Defaults

Expiration Date: 09/23/2016

Permission Valid For:

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

Closed Class – This will allow an override on any Requirement Group restrictions. It also creates the potential to override your total enrollment cap for the Enrollment and/or any Non-Enroll class sections. Be careful.

Requisites Not Met – This is not in use yet. In the future, it will allow enrollment for a student who has not met the required requisites for a class.

Consent Required – This must be checked when you have changed the Add Consent field for the class to Dept or Instr Consent.

Career Restriction – Check this box to allow Undergrads to enroll in Grad classes.


Permission Time Period – Not used for UCB enrollment process

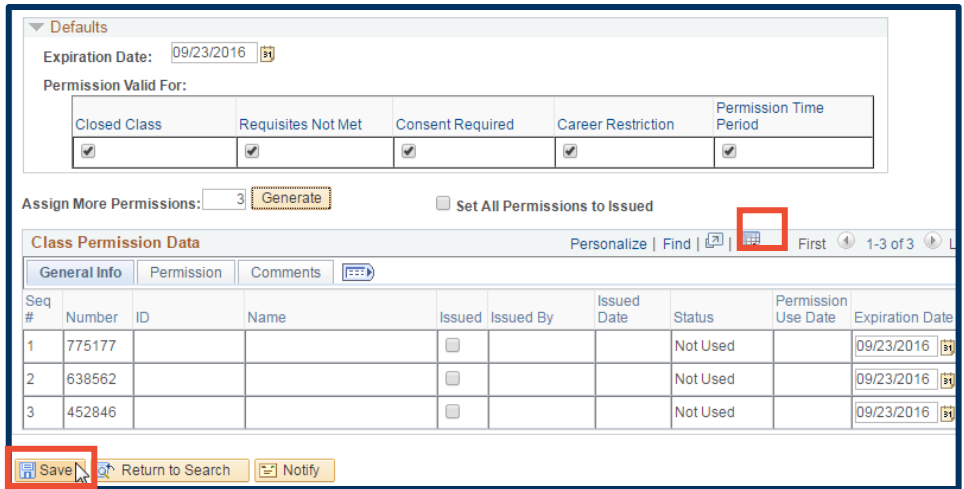
7. Enter the quantity of permission numbers you wish to create and click the **Generate** button.

Assign More Permissions: Generate

8. Click the **SAVE** button at the bottom of the page IMMEDIATELY after generating any new permission numbers.

These permission numbers are now ready to be distributed to students.

9. After clicking **SAVE**, you can download this data to excel by clicking the blue and white, grid icon with the small, red arrow ().




Defaults

Expiration Date: 09/23/2016

Permission Valid For:

Closed 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: 3 Set All Permissions to Issued

Class Permission Data Personalize | Find |  First 1-3 of 3

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	775177			<input type="checkbox"/>			Not Used		09/23/2016
2	638562			<input type="checkbox"/>			Not Used		09/23/2016
3	452846			<input type="checkbox"/>			Not Used		09/23/2016

Support:

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call 510-664-9000 (press option 6)
- Submit a ticket: https://shared-services-help.berkeley.edu/new_ticket/it

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>