



Permission numbers can be used for various student add/drop issues that result in error messages in the myUCCS Portal:

- If students have not met prerequisites (or the myUCCS Portal is not recognizing prerequisites), a course requires instructor or department consent to add/drop, or a student is under a different career/program/classification than the course allows – permission numbers can be used to allow students to bypass those error message(s) and finish enrolling.
- After the ‘Last Day to Enroll/Waitlist without Approval’ deadline as listed on our [Course Deadlines](#) webpage, utilizing permission numbers rather than the [Add Form](#) is a much more efficient way to allow students to enroll in courses.

**Please note:** [Short courses](#) have different add/drop/waitlist guidelines. Due to a CU-SIS limitation, an [Add Form](#) *must* be used to allow a student to enroll in these types of courses after the ‘Last Day to Enroll/Waitlist without Approval’ deadline. Permission numbers can still be used *prior* to this deadline for short courses if other student restrictions apply.

Instructions for issuing permission numbers can be found below. Students can learn how to use a permission number by navigating to our [class registration guide](#) and clicking step 3 under “Adding Classes”.

**Important:** Not all faculty and staff have access to issue permission numbers in CU-SIS. Faculty cannot issue permission numbers through their Faculty Portal. Department Chairs, assistants, and advisors can help with issuing permission numbers.

### **Important Summer 2025 Enrollment Deadlines (Full Semester Length Courses)**

- **Thursday, June 12th at 11:50pm (MST):** The last day a student may enroll or waitlist for a course in their myUCCS Portal without instructor approval.
- **Friday, June 13th through Tuesday, June 17th at 11:50pm (MST):** Students must be issued a permission number or use an [Add Form](#) to be enrolled in a course.
  - When issuing a permission number during this time, you must check the “*Permission Time Period*” box under “Permission Valid For” in addition to any other permissions needed for the student’s situation.
  - If a course is *full* an [Add Form](#) must be used for a student to be enrolled in a course.
- **After Tuesday, June 17th (Census Date):** Permission numbers are no longer valid. An [Add Form](#) signed by the instructor, academic dean of the course, *and* the Bursar’s office must be submitted to the Office of the Registrar for a student to be enrolled.
- For a list of other important enrollment deadlines, click [here](#).

**See Next Page For Important Fall 2025 Deadlines & Page 3 For Instructions**



## Important Fall 2025 Enrollment Deadlines (Full Semester Length Courses)

- **Monday, April 14th:** Class registration begins for select students.
- **Sunday, August 31st at 11:50pm (MST):** The last day a student may enroll or waitlist for a course in their myUCCS Portal without instructor approval.
- **Monday, September 1st through Thursday, September 11th at 11:50pm (MST):** Students must be issued a permission number or use an [Add Form](#) to be enrolled in a course.
  - When issuing a permission number during this time, you must check the “*Permission Time Period*” box under “Permission Valid For” in addition to any other permissions needed for the student’s situation.
  - If a course is *full* an [Add Form](#) must be used for a student to be enrolled in a course.
- **After Thursday, September 11th (Census Date):** An [Add Form](#) signed by the instructor, academic dean of the course, *and* the Bursar’s office must be submitted to the Office of the Registrar for a student to be enrolled.
- For a list of other important enrollment deadlines, click [here](#).

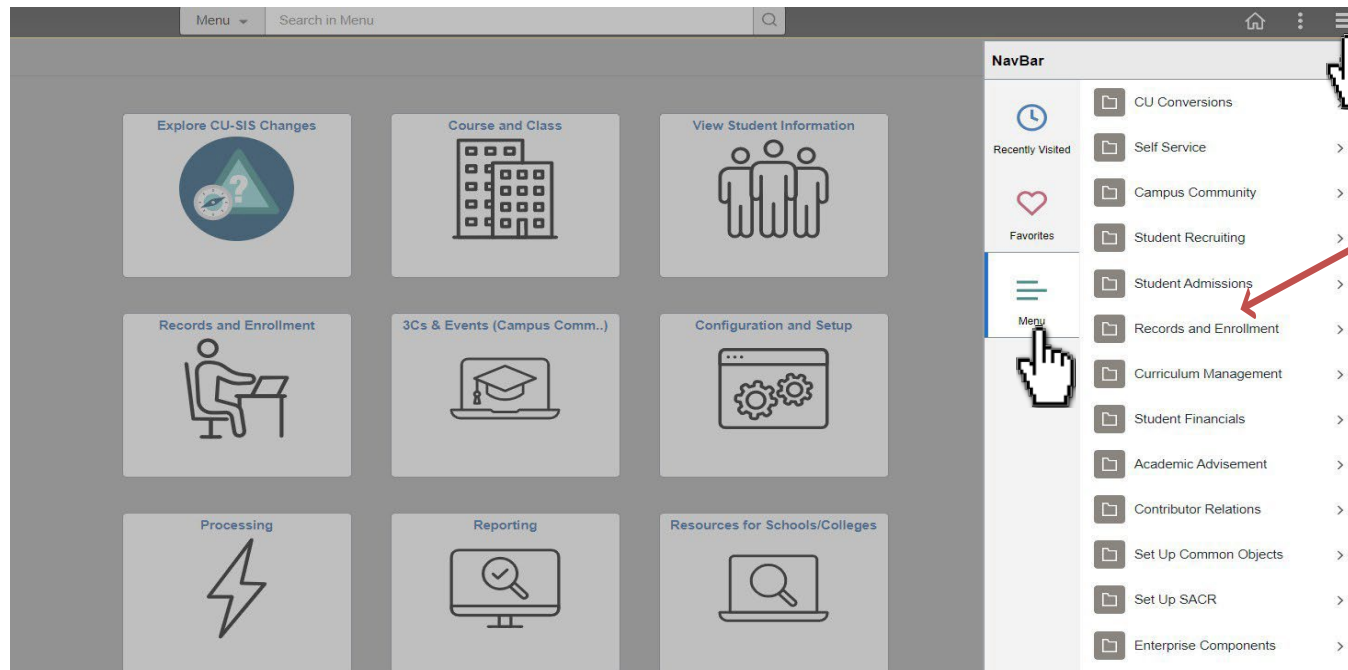
--- Do not hesitate to reach out to the Office of the Registrar if you have any questions or concerns. ---

**See Next Page For Instructions**

## Issuing Permission Numbers

- Below is a tutorial on how to generate permission numbers for purposes of allowing students to enroll in courses through their myUCCS Portal if:
  1. The student does not meet course requisite requirements
  2. The student does not meet course career/program requirements
  3. The course requires instructor approval to enroll
  4. The student is registering after the 'Last Day to Enroll without Approval'
- The appropriate box(es) under 'Permission Valid For' must be checked based on the correlating situation above. No inapplicable boxes should be checked. At least one box must be checked.
- The 'Closed Class' box should *never* be checked as that will allow students to enroll even if the course is at capacity - possibly violating fire code laws. Students using a permission number for a closed class must also select the 'waitlist if course is full' option when registering to get waitlisted. Instructors can request the Office of the Registrar to add waitlisted students. This applies only through the Last Day to Enroll without Approval. If a course is full/closed past this point, then an Add Form with instructor approval must be used.
- The 'Permission Time Period' box is for allowing students to enroll past the Last Day to Enroll without Approval deadline. This will allow students to enroll through census date in their myUCCS Portal. Another 'Permission Valid For' box in addition to this may be required based on the individual situation.
- Due to a CU-SIS limitation, permission numbers do not work at all for short-term courses after the Last Day to Enroll without Approval. If you wish to allow a student to add a short course after this enrollment deadline, an Add Form will need to be used.

**Note:** In some cases, permission numbers can be used for dropping courses if the course requires drop permission. Contact the Office of the Registrar with questions.



Using the 'NavBar: Menu': Select Records & Enrollment > Term Processing > Class Permissions > Class Permissions.

**Note:** Not all faculty and staff have access to issue permission numbers. You must have access to the CU-SIS Production environment. If you would like to acquire access to this, please [click here](#).

### Class Permissions

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

Find an Existing Value

#### Search Criteria

\*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

Limit the number of results to (up to 800):

[Basic Search](#) [Save Search Criteria](#)



Enter criteria and click 'search':

**Campus:** CUSPG

**Term:** Open magnifying glass to find appropriate term. (2254 or 2257)

**Subject:** Input subject code. Use magnifying glass for help finding the subject code. (ex. CHEM)

**Catalog Nbr:** Catalog Number associated with subject. (ex. 1301)

Follow the Steps/Numbers in Each Red Box...

Permission to Add | Permission to Drop

Course ID: 117948      Course Offering Nbr: 1  
 Academic Institution: CU Colorado Springs  
 Term: Spring 2015 UC Colo Springs      UGRD  
 Subject Area: CHEM      Chemistry  
 Catalog Nbr: 1301      General Chemistry I

**Class Section Data**      Find | View All      First 1 of 20 Last

Session: C      Main Campus Sem (Colorado Springs)      Class Nbr: 30964      Class Status: Active  
 Class Section: 001      Class Type: Enrollment Section  
 Component: Lecture      Instructor:

Student Specific Permissions

**Defaults**

Expiration Date: 05/16/2015

Permission Valid For:

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

Assign More Permissions: 1        Set All Permissions to Issued

**Class Permission Data**      Personalize | Find | First 1 of 1 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	860274			<input checked="" type="checkbox"/>	CASE000001	01/15/2015	Not Used		05/16/2015

Permission to Add | Permission to Drop

**Note:** Course sections are not always in chronological order. Be sure to issue a permission number for the correction section of the course. See step 1.

**1)** Scroll to the appropriate section of the course before generating a number. Permission numbers are section specific. A generated permission number will not work for *all* sections of the desired course.

**Note:** Checking the 'closed class' box will allow a student to enroll even if the course is closed/full. This may violate fire code! Do not use this option!

**Note:** Some courses are designed to allow enrollment based on specific student ID numbers. Contact your department or the Office of the Registrar if this is checked and you are unsure how to proceed.

**2)** Check/Uncheck all applicable boxes for the specific situation.  
**Note:** Checking the 'permission time period' box needs to be used after the 'Last Day to Enroll without Approval' deadline. Students can enroll with a permission number through census date.

**Hint:** The 'Permission' tab lists the permissions that were issued for a specific number. You can change them here. The 'Comments' tab can be used to provide additional info for an issued number. Make sure to click 'Save'!

**Note:** There may be multiple pages of already generated numbers, you can toggle here or 'view all'.

**3)** After checking/ unchecking the needed 'permissions valid for' boxes, input the amount of numbers you want created with these specific permissions, then click 'Generate.'

**4)** After generating a permission number check the 'Issued' box (if it has been given to a student) and then click 'Save'.

**Note:** 'Status' will show if the number has been used. A number can only be used for one student per enrollment action. If a student uses the permission number, drops the course, then needs to add the course again - a new number must be generated!