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

- A student has not met requisites or the myUCCS Portal is not recognizing requisites
- A course requires instructor or department consent to add/drop
- A student is under a different career/program/classification than the course allows

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 deadlines. 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 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". They can also navigate to Academic Advising's helpful video tutorial.

Important: Not all faculty and staff have access to generate 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. If you would like to inquire about obtaining access to generate permission numbers, please contact our office.

<div align="center">

Important Spring 2026 Enrollment Deadlines
(Full Semester Length Courses)

</div>

- **Monday, January 26th at 11:50pm (MST):** The last day a student may enroll or waitlist for a course in their myUCCS Portal without instructor approval.

- **Tuesday, January 27th through Wednesday, February 4th 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 Wednesday, February 4th (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.

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

See Next Page for Enrollment Deadlines by Session & Page 3 for Step-by-Step Instructions

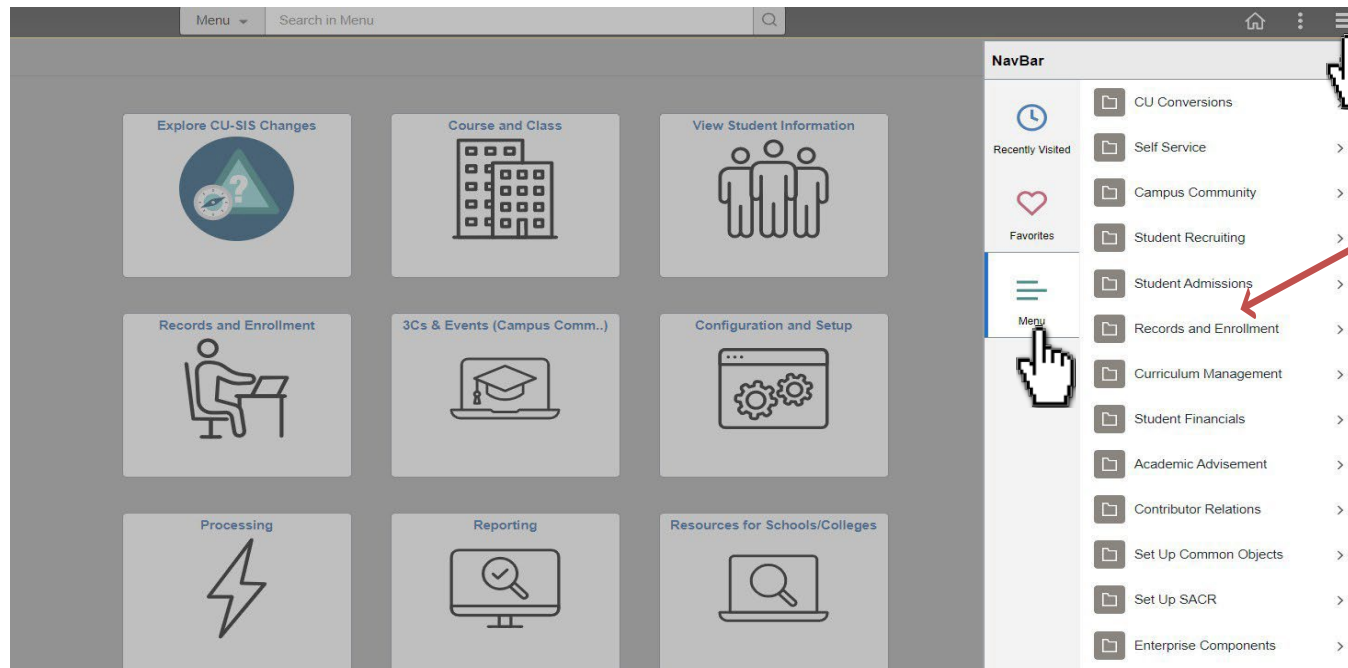| Enrollment Deadlines by Session			
Session	**Last Day to Enroll/Waitlist without Approval**	**Instructor Approval Required (Permission Number or Add Form)***	**Instructor, Dean, & Bursar Approvals Required (Permission Numbers *Invalid*)**
Full Semester Length Courses: Main Campus Semester (C/CEC)	Monday, January 26th	Tuesday, January 27th - Wednesday, February 4th	Thursday, February 5th
First 8 weeks: Session A (CMA/CE1)	Friday, January 23rd	Saturday, January 24th – Wednesday, January 28th	Thursday, January 29th
Second 8 weeks: Session B (CMB/CE2)	Friday, March 20th	Saturday, March 21st – Thursday, March 26th	Friday, March 27th
Short Courses: Pre-Term (CPT), Intensive (CDD/CED), & Spring Break (CSB)	See Short Course Deadlines	See Short Course Deadlines	See Short Course Deadlines

* When issuing a permission number during this time period, you *must* check the *"Permission Time Period" box un*der "Permission Valid For" in addition to any other permissions needed for the student's situation.

See Next Page for Step-by-Step 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'

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.

- 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 used.

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.

< Student Records   Class Permissions   🏠 🔍 ⋮ ☰

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	= ▼	CUSPG 🔍
*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): 300

Search   Clear   Basic Search 🔳 Save Search Criteria

Enter criteria and click 'search':
Campus: CUSPG
Term: Open magnifying glass to find appropriate term. (2261)
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...

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: 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.

| 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 (Colo Springs)   Class Nbr: 30964   Class Status: Active

Class Section: 001   Class Type: Enrollment Section

Component: Lecture   Instructor:

☐ Student Specific Permissions

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.

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.

▽ Defaults

Expiration Date: 05/16/2015

Permission Valid For:

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!

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
🚫	☐	☐	☐	☑

Assign More Permissions: 1 [Generate]   ☐ Set All Permissions to Issued

Class Permission Data   Personalize | Find | 🔳 | 🏢   First ◄ 1 of 1 ► Last

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

| General Info | Permission | Comments | 📋 |

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'!

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.'

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	
1	860274			☑	CASE000001	01/15/2015	Not Used		05/16/2015	−

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

Permission to Add | Permission to Drop

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!