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

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 Orientation's helpful guides.

**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 academic advisors can help with issuing permission numbers. If you would like to inquire about obtaining access to generate permission numbers, please contact our office.

### Important Spring 2026 Enrollment Deadlines
### (Full Semester Length Courses)

- **Monday, January 26th at 11:50pm (MST):** The last day a student may *waitlist* for a closed course (at capacity) in their myUCCS Portal without instructor approval. Permission numbers are not an option for closed courses.

- **Tuesday, January 27th through Wednesday, February 4th at 11:50pm (MST):** Students *must* use an Add Form to be enrolled in closed courses (at capacity). Permission numbers are not an option for closed courses. *Students can enroll in open courses through census date without any approvals.*

- **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 in any course. Permission numbers are no longer an option for courses after this date.

**Please note:** Short courses have varying enrollment and financial deadlines that are determined by the number of days/weeks the course meets. Please visit our Short Course Deadlines webpage for more information.

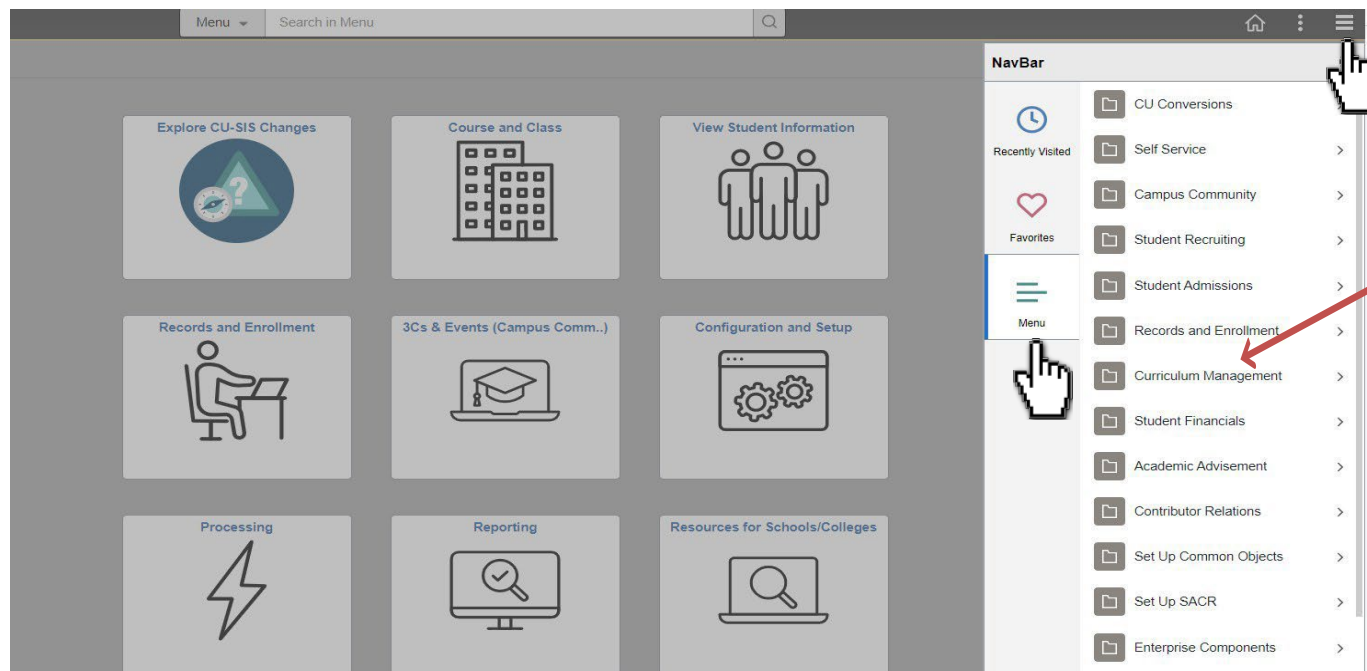--- Do not hesitate to reach out to the Office of the Registrar if you have any questions or concerns. ---

| Enrollment Deadlines by Session | | | | |
|---|---|---|---|---|
| **Session** | **Last Day to Waitlist (Available Until 11:50pm MST)** | **Waitlists Deleted (9:00am MST)** | **Instructor Approval Required to Enroll in *Closed Courses Only*** | **Instructor, Dean, & Bursar Approvals Required to Enroll for All Courses** |
| **Full Semester Length Courses: Main Campus Semester (C/CEC)** | Monday, January 26th | Tuesday, January 27th | Tuesday, January 27th - Wednesday, February 4th | Thursday, February 5th |
| **First 8 weeks: Session A (CMA/CE1)** | Friday, January 23rd | Monday, January 26th | Saturday, January 24th - Wednesday, January 28th | Thursday, January 29th |
| **Second 8 weeks: Session B (CMB/CE2)** | Friday, March 20th | Monday, March 23rd | Saturday, March 21st - Thursday, March 26th | Friday, March 27th |
| **Short Courses: Pre-Term (CPT), Intensive (CDD/CED), & Spring Break (CSB)** | Short Course Deadlines | Short Course Deadlines | Short Course Deadlines | Short Course Deadlines |

**See Next Pages 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

  **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 and department admins can request the Office of the Registrar to add waitlisted students. This applies only through the Last Day to Waitlist. If a course is closed (at capacity) after this date, then an Add Form with instructor approval must be used.

- It's important that you know which session the course is under. Students have the option to register for courses that are in different sessions within a semester. By doing so, academic, enrollment, and financial deadlines differ from course to course.

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

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**

▼ **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...

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 | |

**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.

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

**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.

**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!

▽ Defaults

Expiration Date: 05/16/2015

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction | Permission Time Period |
|---|---|---|---|---|
| ⃠ | ☐ | ☐ | ☐ | ⃠ |

**2)** Check/Uncheck all applicable boxes for the specific situation.
**Note:** Checking the 'permission time period' box is not needed and can be left unchecked.

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

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

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 | | | ☑ | CASE000001 | 01/15/2015 | Not Used | | 05/16/2015 |

**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.'

**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'!

[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'. The number is listed to the left.

**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!