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 requisites (or the myUCCS Portal is not recognizing requisites), 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 2024 Enrollment Deadlines
(Full Semester Length Courses)**

- **Thursday, June 13th at 11:50pm (MST):** The last day a student may enroll or waitlist for a course in their myUCCS Portal <u>without</u> instructor approval.

- **Friday, June 14th through Tuesday, June 18th 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 to be enrolled in a course.

- **After Tuesday, June 18th (Census Date):** Permission numbers are no longer valid.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 2024 Deadlines & Page 3 For Instructions

Important Fall 2024 Enrollment Deadlines
(Full Semester Length Courses)

- **Monday, April 15th:** Class registration begins for select students.

- **Sunday, September 1st at 11:50pm (MST):** The last day a student may enroll or waitlist for a course in their myUCCS Portal <u>without</u> instructor approval.

- **Monday, September 2nd through Thursday, September 12th 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 to be enrolled in a course.

- **After Thursday, September 12th (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.

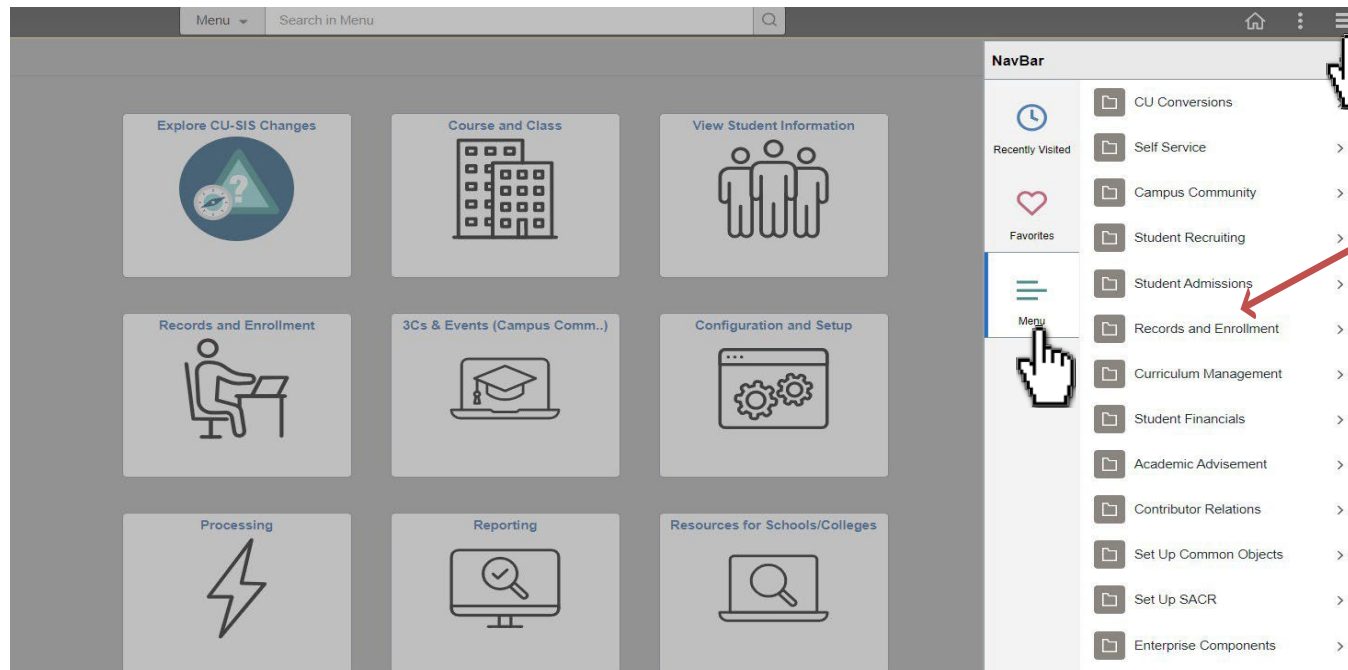- For a list of other important enrollment deadlines, click here.

--- 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'

  Note: In some cases, Permission Numbers can be used for dropping courses if the course requires drop permission

- 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

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. (2244 or 2247)
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.

Permission to Add | Permission to Drop

Course ID:	117948
Academic Institution:	CU Colorado Springs
Term:	Spring 2015 UC Colo Springs
Subject Area:	CHEM
Catalog Nbr:	1301

Course Offering Nbr: 1
UGRD
Chemistry
General Chemistry I

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.

▽ Defaults
Expiration Date: 05/16/2015
Permission Valid For:

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

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!

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.

Assign More Permissions: 1 [Generate]   ☐ 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			☑	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

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.'

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'!

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!