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 Permission' deadline for main campus courses as listed on our Course Deadlines page, utilizing permission numbers rather than the Add/Drop 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/Drop Form *must* be used to allow a student to enroll in these types of courses past the 'Last Day to Enroll/Waitlist without Permission' deadline. Permission numbers can still be used *prior* to this deadline for short courses, when other student restrictions apply.

Instructions for issuing permission numbers can be found below. Students can learn how to use a permission number in their myUCCS Portal by navigating to our class registration instructions and clicking step 3 under "Adding Classes".

<div align="center">

**Important Spring 2024 Enrollment Deadlines
(Full Semester Length Courses)**

</div>

- **Monday, January 22nd at 11:50pm (MST):** The last day a student may enroll or waitlist for a course in their myUCCS Portal <u>without</u> instructor permission.

- **Tuesday, January 23rd through Wednesday, January 31st at 11:50pm (MST):** Students must be issued a permission number or use an Add/Drop 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.*

- **After Wednesday, January 31st (Census Date):** An Add/Drop 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.
    - ➢ *Permission numbers are no longer an option after Census Date.*

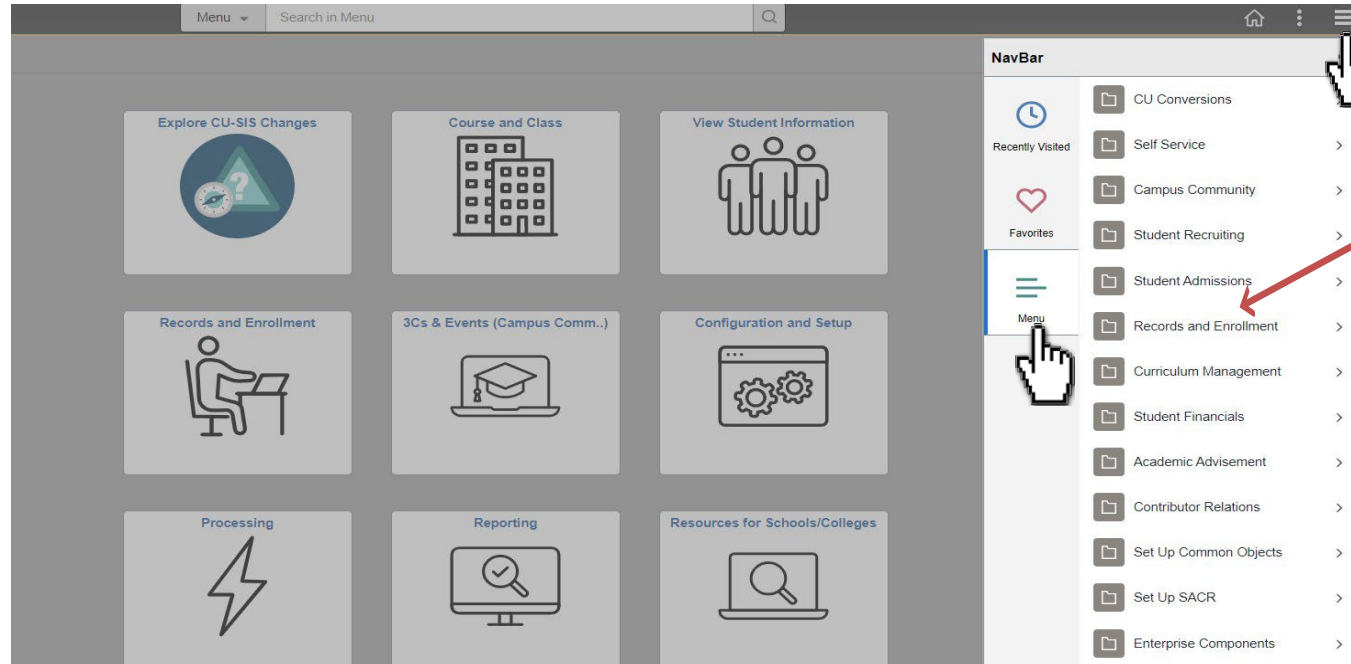- For a list of other important enrollment deadlines, click here.

Please note: 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.

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

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 consent to enroll
    4. The student is registering after the 'Last Day to Enroll without Permission' (not to be confused with the Census Date)

    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' should be checked based on the correlating situation above. No inapplicable boxes should be checked. At least one box must be checked.

- The 'Permission Time Period' box is for allowing students to enroll past the 'Last Day to Enroll without Permission' deadline. This will allow students to enroll in a specific course past this deadline through the Census Date of the course in the myUCCS Portal. Another box in addition to this may be required based on the situation.

- Those issuing permission numbers should *never* check the 'Closed Class' box as that will allow students to enroll in the course even if the course is closed - increasing the set enrollment capacity and possibly violating fire code regulations. Students using permission numbers for a closed class must also select the 'waitlist if course is full' option when registering. Instructors can request waitlisted students to be added by the Office of the Registrar - this applies only until the course's waitlists are purged. If a course is closed past this point then an Add/Drop Form should be used.

- Due to a CU-SIS limitation, permission numbers do not work at all for short-term courses after the 'Last Day to Enroll without Permission' deadline. If you wish to allow a student to add a condensed course after the enrollment deadline, you will need to utilize an Add/Drop Form.

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.

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. (2241)
> **Subject**: Input subject code. Use magnifying glass for help finding the subject code. (COMM)
> **Catalog Nbr:** Catalog Number associated with subject. (3000)

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

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

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

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: Checking the 'closed class' box will allow the student to enroll even if the course is closed. This increases the enrollment over capacity & may violate fire code.

Note: Some courses are designed to allow *only* specific students to enroll. Contact your Department is 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 to allow a student to enroll **'Last Day to Enroll w/o Permission' deadline**. Students can enroll with a permission number through Census Date.

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

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

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

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

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

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

3) After checking/unchecking the needed 'permissions valid for' boxes for a specific number, 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.