
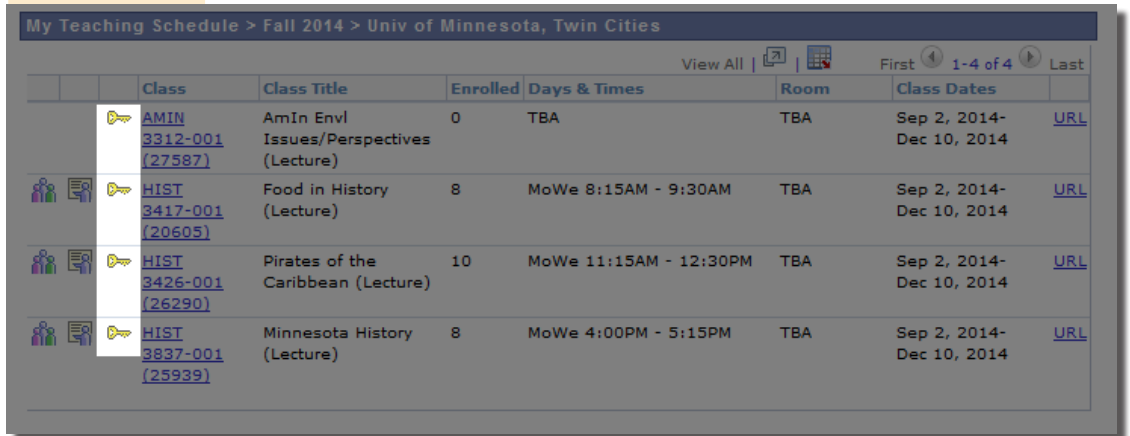




What is it? Class Permission Numbers allow students to enroll in a class by overriding restrictions such as established pre-requisites, required department/instructor consent, or enrollment capacity. Both instructors and administrative users with the appropriate access may use permission numbers.

Access

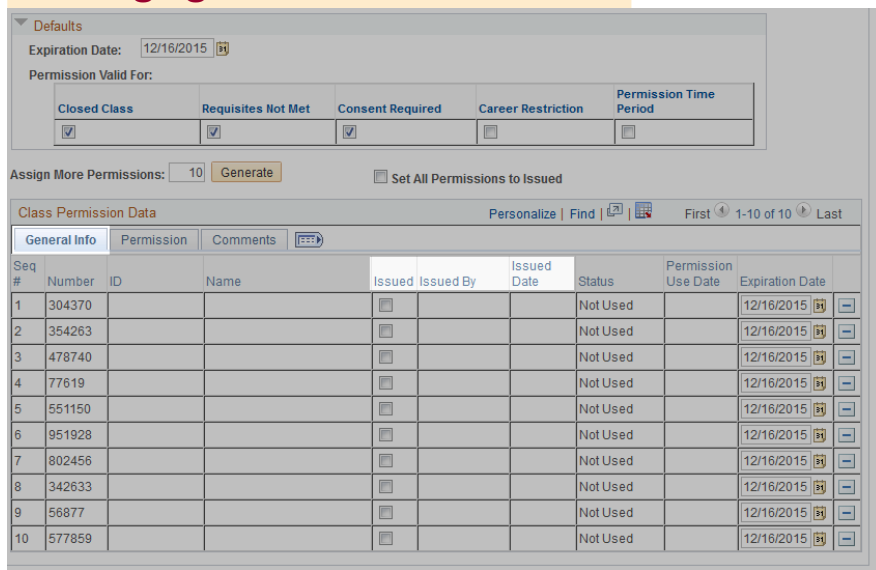
1. Log in to **MyU.umn.edu** with your Internet ID and password.
2. Click on the **Teaching** tab.
3. Click on the **Faculty Center** link.
4. Click the permission number  icon next to the appropriate class.



Class	Class Title	Enrolled	Days & Times	Room	Class Dates
 AMIN 3312-001 (27587)	AmIn Envl Issues/Perspectives (Lecture)	0	TBA	TBA	Sep 2, 2014- Dec 10, 2014
 HIST 3417-001 (20605)	Food in History (Lecture)	8	MoWe 8:15AM - 9:30AM	TBA	Sep 2, 2014- Dec 10, 2014
 HIST 3426-001 (26290)	Pirates of the Caribbean (Lecture)	10	MoWe 11:15AM - 12:30PM	TBA	Sep 2, 2014- Dec 10, 2014
 HIST 3837-001 (25939)	Minnesota History (Lecture)	8	MoWe 4:00PM - 5:15PM	TBA	Sep 2, 2014- Dec 10, 2014

Managing Permission Numbers

The **General Info** tab displays the following information: the **Permission Number**, the **ID** and **Student Name** (if the number has been used), **Issued** checkbox, **Issued By**, **Issued Date**, **Status** (Used or Not Used), **Permission Use Date**, and **Expiration Date**.



Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	304370			<input type="checkbox"/>			Not Used		12/16/2015
2	354263			<input type="checkbox"/>			Not Used		12/16/2015
3	478740			<input type="checkbox"/>			Not Used		12/16/2015
4	77619			<input type="checkbox"/>			Not Used		12/16/2015
5	551150			<input type="checkbox"/>			Not Used		12/16/2015
6	951928			<input type="checkbox"/>			Not Used		12/16/2015
7	802456			<input type="checkbox"/>			Not Used		12/16/2015
8	342633			<input type="checkbox"/>			Not Used		12/16/2015
9	56877			<input type="checkbox"/>			Not Used		12/16/2015
10	577859			<input type="checkbox"/>			Not Used		12/16/2015

1. To indicate you have issued a permission number to a student, click the **Issued** checkbox next to that permission number. After saving, your User ID appears in the **Issued By** field and today's date appears in the **Issued Date** field.

NOTE: The Issued checkbox assists in ensuring that the same permission number is not issued more than once.

Managing Permission Numbers (cont.)

Class Permission Data Personalize | Find | First 1-10 of 10 Last

General Info **Permission** Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
1	304370		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2	354263		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	478740		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4	77619		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
5	551150		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
6	951928		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
7	802456		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
8	342633		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
9	56877		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
10	577859		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2. The **Permission** tab displays which restrictions a permission number will override. The department can manage the restriction overrides.

Class Permission Data Personalize | Find | First 1-10 of 10 Last

General Info Permission **Comments**

Seq #	Number	ID	Comments	
1	573864		Sam Watson	
2	715918		Eddie Buck	
3	348365			
4	629739			
5	889825			
6	588280			
7	434810			
8	723090			
9	835794			
10	676400			

3. The **Comments** tab allows you to enter the name of the student to whom the permission number has been given.

Note: To download the list of Class Permission Numbers to Excel, click the icon.

4. Click the **OK** button at the bottom of the page, to save the changes and return to the Faculty Center