

## Viewing Class Permission Numbers

Each term, Class Permission Numbers are created in batch by the Registrar's Office. Permission Numbers are used for instructor consent classes, over-enrollment, time conflict and overriding requisites. Below will provide the instructions on how to view Permission Numbers. You can also use this to view which requirements a permission number will override.

Permission Numbers can override multiple requirements. Requirements include:

- **Closed Class:** Allows a student to over enroll in a full class or take a reserve capacity seat.
- **Requisite Not Met:** Allows a student who does not meet the requisites to register.
- **Consent Required:** Allows a student to enroll in a class that requires permission.
- **Career Restriction:** Allows a student to register for a class outside of the student's career (ex., an undergraduate student registering in a graduate-level class).

All permission numbers will override time conflict.

- **Time Conflict:** Allows a student to enroll in a class that has a time conflict with another enrolled class.

1. Log into [cis.utah.edu](https://cis.utah.edu) and navigate to **Campus Solutions (HE)**.

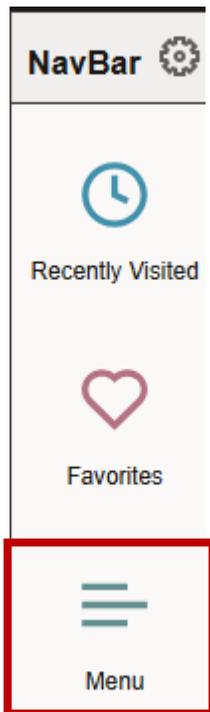
## PeopleSoft Systems



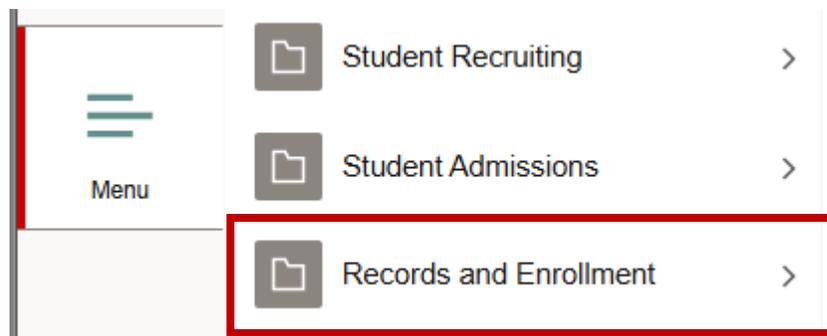
2. Click the **NavBar** icon in the top right-hand corner.



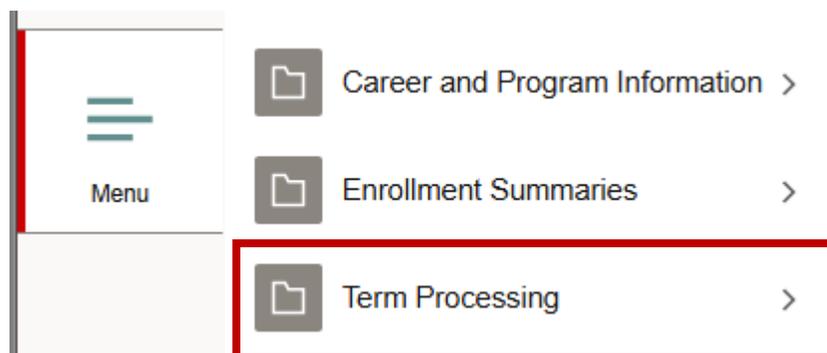
3. Click the **Menu** button from the NavBar.



4. Click on **Records and Enrollment**.



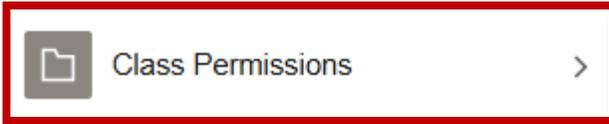
5. Click on **Term Processing**.



6. Click on **Class Permissions**.

Menu > Records and Enrollment

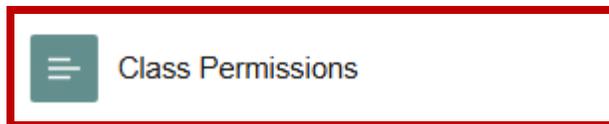
## Term Processing



7. Click on **Class Permissions** again.

Menu > Records and Enrollment > Term Processing

## Class Permissions

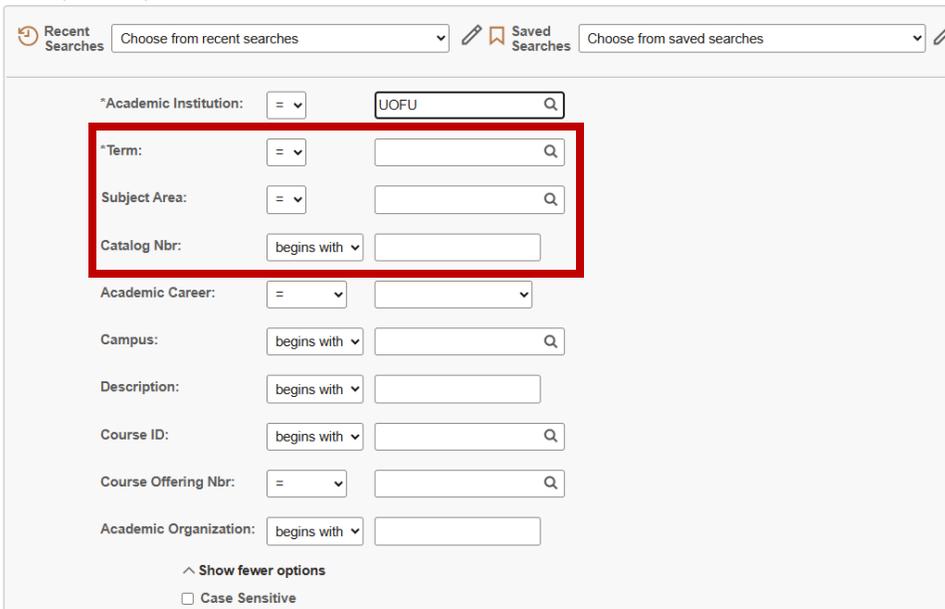


8. On the **Find an Existing Value** page, enter criteria to search for the class.

### Find an Existing Value

#### Search Criteria

Enter any information you have and click Search. Leave fields blank for a list of all values.

A screenshot of a search criteria form. At the top, there are two dropdown menus: 'Recent Searches' and 'Saved Searches', both with 'Choose from...' options. Below these are several search fields. A red rectangular box highlights three fields: '\*Term:', 'Subject Area:', and 'Catalog Nbr:'. The '\*Term:' field has a dropdown menu set to '=' and a search input field. The 'Subject Area:' field has a dropdown menu set to '=' and a search input field. The 'Catalog Nbr:' field has a dropdown menu set to 'begins with' and a search input field. Other fields include '\*Academic Institution:' (set to '= UOFU'), 'Academic Career:', 'Campus:', 'Description:', 'Course ID:', 'Course Offering Nbr:', and 'Academic Organization:'. At the bottom, there is a 'Show fewer options' link and a 'Case Sensitive' checkbox.

- Click **Search**. A list of **search results** will display if the search isn't searching on catalog nbr. If you input a subject code and catalog nbr, you will be taken into the **Class Section Data** page. From the Class Section Data section, locate the Class Section for which you would like to view class permission numbers.

Permission to Add    Permission to Drop

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Course ID    201712    Course Offering Nbr    1

Academic Institution    University of Utah

Term    Fall 2025    Ugrad Sem

Subject Area    MATH    Mathematics

Catalog Nbr    1010    Intrm Algebra

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**Class Section Data**     |  |  |

Session    1    Regular Academic Session    Class Nbr    5576    Class Status    Active

Class Section    090    Class Type    Enrollment Section

Component    Lecture    Instructor    Bashwinger, Eli

Student Specific Permissions

- To see what a permission number will override, click on the **Permission** tab in the **Class Permission Data** section.

**Class Permission Data**          |

General Info    **Permission**    Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
1	161304		<input checked="" type="checkbox"/>	<input type="button" value="-"/>				
2	989655		<input checked="" type="checkbox"/>	<input type="button" value="-"/>				
3	337500		<input checked="" type="checkbox"/>	<input type="button" value="-"/>				
4	153757		<input checked="" type="checkbox"/>	<input type="button" value="-"/>				
5	281100		<input checked="" type="checkbox"/>	<input type="button" value="-"/>				
6	266364		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
7	122628		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
8	124303		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
9	107568		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
10	298650		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>

- To download a list of the permission numbers to **Microsoft Excel**, click the download spreadsheet icon and choose download Class Permission Data Table to Excel.

**Class Permission Data**

General Info    **Permission**