

Permission Numbers

Permission numbers are required for the following reasons:

- Undergraduate student registering for a graduate level course (vice versa)
 - Class is full
 - Between the 8th and 14th calendar day of the class
 - Class is restricted to certain majors
 - Department consent
 - Override Requisites
- Permission numbers are generated through the Student Systems at a particular time before the term begins. Academic Program Support Specialists have the ability to generate additional permission numbers as needed by departments.

How to generate: (Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permission Number)

- Enter the “Term,” “Subject Area,” and “Catalog Nbr.”
- Select “Search.”

- Select the desired section using the left and right arrow buttons found in the right corner of the screen.
- Enter the quantity of permission numbers needed in the “Assign More Permission” field and click the “Generate” button.
- Select “Save.”

How departments view permission numbers: (Main Menu > Curriculum Management > Class Roster > Print Class Roster)

- Departments may request access to print permission numbers through the “Student Records Security Authorization” (employees who do not have PeopleSoft access) or the “Student Records Security Change” (employees who do have PeopleSoft access) form found on the ACS website under “Forms.”

- Enter the “Run Control ID” or click “Search” to select an existing “Run Control ID.”
 - If you do not have an existing “Run Control ID,” click the “Add a New Value” tab to create one. Enter “PermissionNumbers” in the “Run Control ID” field on the “Add a New Value” page.
 - After creating the “Run Control ID” it may be used every time. Do not create a new one each time.
- Select “Search.”

- Enter the “Academic Institution” as “UOFU.”
- Enter the “Term” for which you wish to view permission numbers.
- Enter the “Session” using the drop down menu.
- Check the “Display Permissions” box.
- Set the “Sort Option” to “Name” using the drop down menu.
- Enter the “Subject Area” in the appropriate field.
 - If the staff/faculty want to view just one class, then they enter the “Class Nbr” in the appropriate field. Do not fill in “Subject Area.”
- Check the “Enrolled Students” box.
- Select “Both Name & Student ID” in the “Students Shown By” menu.
- Select “Save.”
- Click “Run.”

*Academic Institution: University of Utah

*Term: Spring 2009

*Session: Display Permissions

*Sort Option:

Select One of the Following

Acad Org:

Subject Area:

Class Nbr:

Students In The Report

Enrolled Students

Dropped Students

Waitlisted Students

Students Shown By

Both Name and Student ID

Name Only

Student ID Only

- Set the “Server Name” to “PSUNX.”
- Check the “Class Roster” box.
- Verify the “Type” is set to “Web” and the “Format” is set to “PDF.”
- Select “OK.”
- Click the “Process Monitor” link on the “Class Roster” panel.

Server Name:

Process List

Select	Description
<input checked="" type="checkbox"/>	Class Roster

*Type: *Format:

[Report Manager](#) [Process Monitor](#)

- Click the “Refresh” button until the “Run Status” and “Distribution Status” says “Success” and “Posted.”
- Click the “Details” link.
- Click the “View Log/Trace” link.
- Click the “srclsrst” PDF link to view the permission numbers.

Run Status	Distribution Status	Details
Success	Posted	Details

Actions

[Parameters](#) Transfer

[Message Log](#)

Batch Timings

[View Log/Trace](#)

File List

Name
SQR_SRCLSRST_3894379.log
srclsrst_3894379.PDF
srclsrst_3894379.out