



FREQUENTLY ASKED QUESTIONS PERMISSION NUMBERS

Beginning Fall 2013, replacing the Schedule Adjustment: Add/Drop/Swap Form, students will use permission numbers to enroll in courses after the term begins. Faculty will be able to download permission numbers from the Faculty Center one week prior to the start of term. Beginning the first day of class faculty may allocate permission numbers to students who attend class during the add/drop period. If faculty elect to distribute permission numbers prior to the first day of the term, the numbers will be active beginning the first day of class through midnight of the last day of add/drop. Students will be able to register for the class online 24/7 using the permission number. Note: For students who are requesting to add with a requisite override (e.g., class requisites, pre-requisites, or co-requisites), a completed Waiver of Prerequisite Form and a permission number are required. The completed Waiver of Prerequisite Form is then submitted to the Office of the Registrar for processing during the add/drop period.

1. I have space in my course(s), do I still need to issue a permission number to students?

When the term begins, on the first day of classes, permission numbers will be required for registration.

2. Where do I view my permission numbers?

Go to your My Schedule in the Faculty Center. Using the Icon Legend for reference, select the Class Permissions link next to the class section for which you want to view permission numbers.

3. How do I request more permission numbers?

Please send an email request to registrar@csum.edu

4. My course is full, but there is still room physically in the course, can I over-enroll my course?

Over enrollment of the course is at the discretion of the faculty. Permission numbers will allow the over enrollment. *Please monitor the size of your class so it doesn't exceed physical and course capacity.*

5. What if a student gives the permission number to another student?

The permission number is not able to be used again and can only be used once. It is at your discretion if you want to provide an additional number to the same student.

6. What if a student loses the permission number?

Check your class roster, click on class permissions to make sure the number was not used and then reissue the same number.

7. Can you recommend how I distribute the permission numbers? Do I need to maintain a log for who I give the permission number to?

You should keep a log for reference by selecting the Excel spreadsheet download icon as shown on the next page. You may download your list of permission numbers for any given



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class into a convenient spreadsheet to track if and to whom a permission number was assigned.



8. Under what condition will permission numbers not work when a student tries to use it in PeopleSoft?

Permission numbers will not allow enrollment if the number has been used already or if the numbers have expired, or if student has not met a course requisite.

9. Will permission numbers override course requisites, pre-requisites, or co-requisites? How do students register for courses where I approve one of these over-rides?

No, to override any requisites students will need to get approval from the instructor and department chair using the Waiver of Prerequisite Form. Both a permission number and completed Form must be submitted to the Office of the Registrar during the add/drop period for processing. Forms submitted after the add/drop period will not be processed.

10. Will permission numbers override time-conflicts?

No

CONTINUOUS IMPROVEMENT

We welcome your feedback!

Please direct your comments, feedback or questions to the Office of the Registrar:

registar@csun.edu