

PEOPLESOFT CLASS PERMISSIONS

Using Class Permissions

Permissions are used by Academic Department Chairpersons to add a student to a closed or restricted course. Class permissions are granted to a student at the section level. Using class permissions in PeopleSoft will replace paper permission slips. Class permissions can be granted, tracked, and given expiration dates in PeopleSoft.

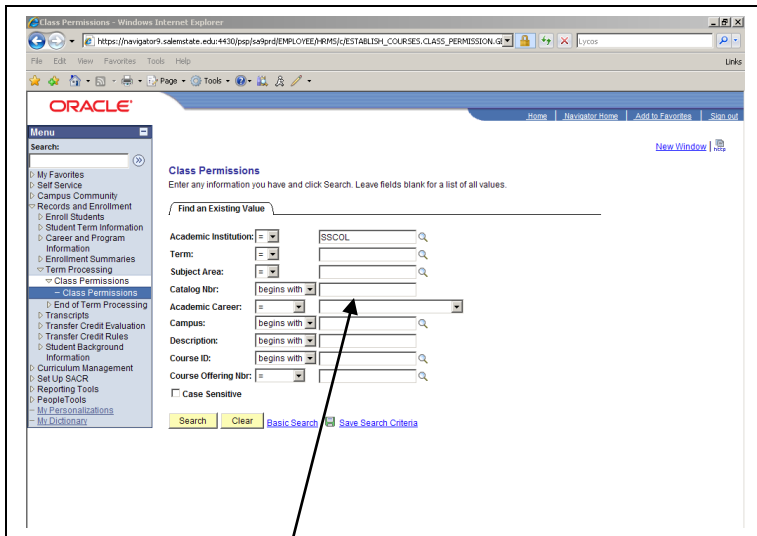
There are two types of **Class Permissions**:

- **Student Specific Permission** is a type of permission where a student's ID number is associated with specific course and class section. During self-service registration, a student would select the course and class section for which a student specific permission is assigned, and the system will automatically allow the student registration.
- **Class Permission Numbers** is a system-generated code associated with a specific course and section. During self-service, a student must enter the class permission number code for the course and class section for which a class permission number was issued; otherwise, the system will reject the student registration.

To Use the Class Permission Number component:

1. [Home](#) > [Student Administration Home](#) > [Records and Enrollment](#) > [Term Processing](#) > Class Permissions

The Class Permissions page displays.



2. Enter **Term**, **Subject Area**, and the **Catalog Nbr**, and click the **Search** button.

Search Results

View All First 16 of 6 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
SSCOL	2022 EN0	101	Undergrad	NORTH	COMPOSITION I	103882	1	
SSCOL	2022 EN0	101	Undergrad	NORTH	COMPOSITION I	103882	2	
SSCOL	2022 EN0	101	Undergrad	OFF	COMPOSITION I	103882	1	
SSCOL	2022 EN0	101	Undergrad	OFF	COMPOSITION I	103882	2	
SSCOL	2022 EN0	101	Undergrad	SOUTH	COMPOSITION I	103882	1	
SSCOL	2022 EN0	101ESL	Undergrad	SOUTH	COMPOSITION I FOR ESL	103883	1	

- Choose the desired course by pressing on the hyperlink.
The *Permission to Add* page displays.

NOTE: The example in #4 below is for generating **Class Permission Numbers**.
If you are attempting to use Student Specific Permissions, go to # 5.

- To assign **Class Permission Numbers**, enter the number of permission numbers to generate in **Assign More Permissions**.

To set an expiration date for the permission numbers, enter the desired expiration date into the **Expiration Date** field.

IMPORTANT! – The default is all boxes are checked. You must **UNCHECK** the permissions you do not want.

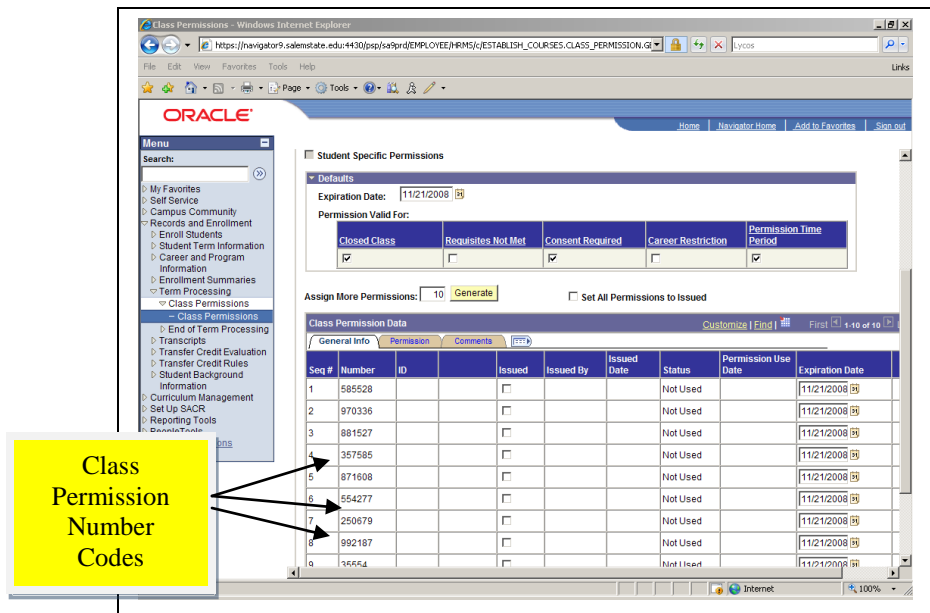
Press **SAVE**.

Enter Expiration Date

Enter number of permission numbers to generate

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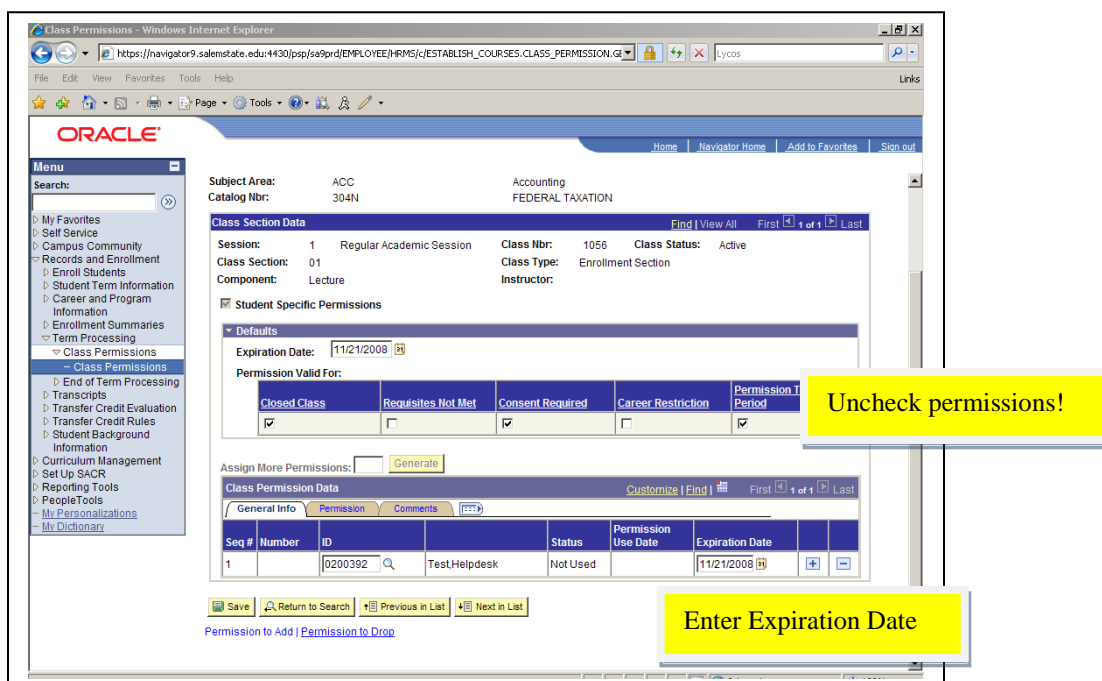
The Class Permissions data will display



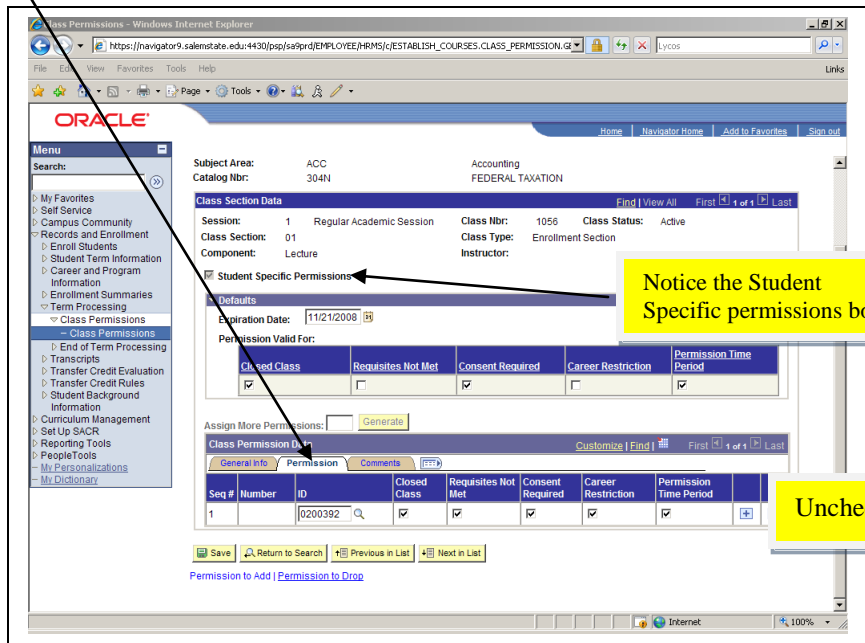
5. To assign **Student Specific** Permission, enter the **Student ID** in the ID field

IMPORTANT! – The default is all boxes are checked. You must **UNCHECK** the permissions you do not want.

To set an expiration date for the permission numbers, enter the desired expiration date into the **Expiration Date**.



Click on the Permissions tab to **check** and **uncheck** permissions!



Press **SAVE**.

Viewing Permissions

