

## FACULTY PERMISSION CODE PROCESS

### Adding Students after Classes Begin

### Permission Numbers

PeopleSoft has a new way to Add Students by using Permission Numbers. When you view/print your class rosters, you will find a list at the bottom of the page (see below) with a heading “Student Permission.” This list gives unique ‘permission numbers’ to be distributed to students from the Waitlist who want to add the class. Please note that these unique “Permission Numbers” have expiration dates, so it is imperative that students go online to register ASAP. (For the Fall 2017 semester, students will have two weeks to use this permission number before it expires.)

Permission Number	ID	Name	Status	Permission Use Date	Permission Expire Date	Staff Number use of Permission Number
1	100400		Not Used		12/31/2017	
2	101424		Not Used		12/31/2017	
3	225072		Not Used		12/31/2017	
4	246177		Not Used		12/31/2017	
5	592080		Not Used		12/31/2017	
6	746830		Not Used		12/31/2017	
7	818292		Not Used		12/31/2017	
8	891202		Not Used		12/31/2017	
9	942228		Not Used		12/31/2017	
10	484380		Not Used		12/31/2017	

**How do we get permission numbers?** The Sunday before the start of the term, the District Office will automatically generate 40 permission numbers for all courses that have enrollment.

## STUDENT: HOW TO ADD A CLASS WITH A PERMISSION CODE

### Adding a Class Using a Permission Code

Class Permissions are numbers or authorizations that are associated with a class and assigned to students to use at enrollment time. Permissions allow a student to add or drop a class, as long as the student uses the permission by the expiration date and does not violate overall student limitation rules (such as maximum number of units).

**NOTE:** Every permission number is unique and can be used by the student only once for the specified class. Permission numbers are confidential.

6. Enter the **Permission Nbr** given to you by your instructor into the **Permission Nbr** field.
7. Click the **Next** link.
8. You have successfully added the Class to the Shopping cart.
9. Click the scrollbar to navigate down the page.
10. Click the **Proceed To Step 2 of 3** link.
11. Click the **Finish Enrolling** link.
12. You have been successfully enrolled into the class using a Permission number!

**Add Classes**

1. Select classes to add - Enrollment Preferences

2017 Fall | Credit | LA Community College District

**HEALTH 015 - Stress Mngmt Strg**

**Class Preferences**

HEALTH 015-003 Lecture **Wait List**  Wait list if class is full

Session Regular Academic Session **Permission Nbr**

Career Credit Grading Graded

Enrollment Information Units 3.00

Requirement Designation Meets CSU E

Section	Component	Days & Times	Room	Instructor	Start/End Date
E03	Lecture	3Hr, 10Min /WK TBA	East-ON LINE	Ms. Sheryl	09/26/17 - 12/15/17