

## Permission Numbers (Department Override)

A department override can be created by following these steps:

1. Navigate to the following breadcrumbs: Home > Manage Student Records> Use > Class Permission Numbers

PeopleSoft.

Home Help Sign Out

Home > Manage Student Records > Establish Courses > Use > Class Permission Numbers [New Window](#)

### Class Permission Numbers

#### Find an Existing Value

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Academic Career:

Campus:

Description:

Course ID:

Course Offering Nbr:

Case Sensitive

[Basic Search](#)

Enter **Academic Institution**, **Term**, **Subject Area**, and **Catalog Nbr**. If you are not sure what values should be in these fields, use the  to lookup values. Click .

2. The **Default Date** should be no later than the last day to add. In the **Assign More Permission** field, enter the amount desired. Click the  button.

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Home Help Sign Out

Home > Manage Student Records > Establish Courses > Use > Class Permission Numbers [New Window](#)

### Class Permission Numbers

Course ID: 002633 Course Offering Nbr: 1

Academic Institution: Cal Poly Pomona

Term: Summer Quarter 2004 Undergrad

Subject Area: ENG English

Catalog Nbr: 104 Freshman English I

#### Class Permissions

View All First 1 of 2 Last

Session: 1 Regular Academic Session Class No: 50447 Class Status: Active

Class Section: 1

Component: Lecture  Student Specific Permissions


Class Type: Enrollment Section

Default Date:

Assign More Permission:

Seq #	Number	Use Dt	Expire Dt	Perm Type ID	Don't Ovrld Career	Don't Ovrld Class Limit	Don't Ovrld Requisites		
1	766899	Not Used	07/12/2004	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2	701162	Not Used	07/12/2004	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3	678823	Not Used	07/12/2004	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4	416821	Not Used	07/12/2004	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5	7934	Not Used	07/12/2004	A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Done Trusted sites

3. Check the boxes as they apply (**Don't Ovr'd Career (Undergrad/Grad)**, **Don't Ovr'd Class Limit (More than enrollment Capacity)** , **Don't Ovr'd Requisites (Pre-req's, co-req's, etc..)**). Click the  button.

Seq #	Number	Use Dt	Expire Dt	Perm Type	ID	Don't Ovr'd Career	Don't Ovr'd Class Limit	Don't Ovr'd Requisites		
1	766899	Not Used	07/12/2004	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	701162	Not Used	07/12/2004	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	678823	Not Used	07/12/2004	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	416821	Not Used	07/12/2004	A		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	7934	Not Used	07/12/2004	A		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
6	794549	Not Used	07/12/2004	A		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
7	222571	Not Used	07/12/2004	A		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
8	29328	Not Used	07/12/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
9	464674	Not Used	07/12/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		
10	813867	Not Used	07/12/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>		

4. Once used by a student, the student's name will appear next to the permission number used.

PeopleSoft. Home Help Sign Out

Course ID: 004235 Course Offering Nbr: 1  
 Academic Institution: Cal Poly Pomona  
 Term: Fall Quarter 2004 Undergrad  
 Subject Area: HST History  
 Catalog Nbr: 305 Ancient and Medieval India

Class Permissions View All First 1 of 1

Session: 1 Regular Academic Session Class No: 73457 Class Status: Active  
 Class Section: 01  
 Component: Lecture  Student Specific Permissions  
 Class Type: Enrollment Section  
 Default Date: 10/13/2004 Assign More Permission:

Seq #	Number	Use Dt	Expire Dt	Perm Type	ID		Don't Ovr'd Career	Don't Ovr'd Class Limit	Don't Ovr'd Requisites			
1	356175	Used	05/24/2004	10/01/2004	A	004865497	Bonds,Barry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
2	318150	Used	05/24/2004	10/01/2004	A	004865575	Dylan,Bob	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
3	841029	Used	05/24/2004	10/13/2004	A	004865588	Nen,Robb	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
4	863246	Used	05/24/2004	10/13/2004	A	004865588	Nen,Robb	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
5	140598	Used	05/24/2004	10/13/2004	A	004865497	Bonds,Barry	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		