
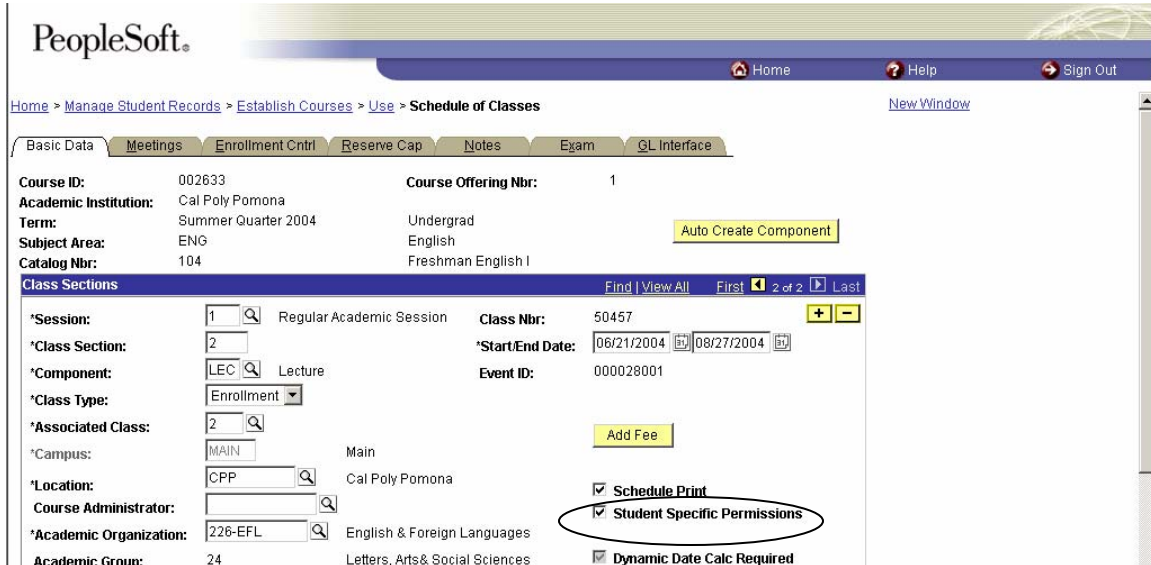


## Permission Numbers (Student Specific)

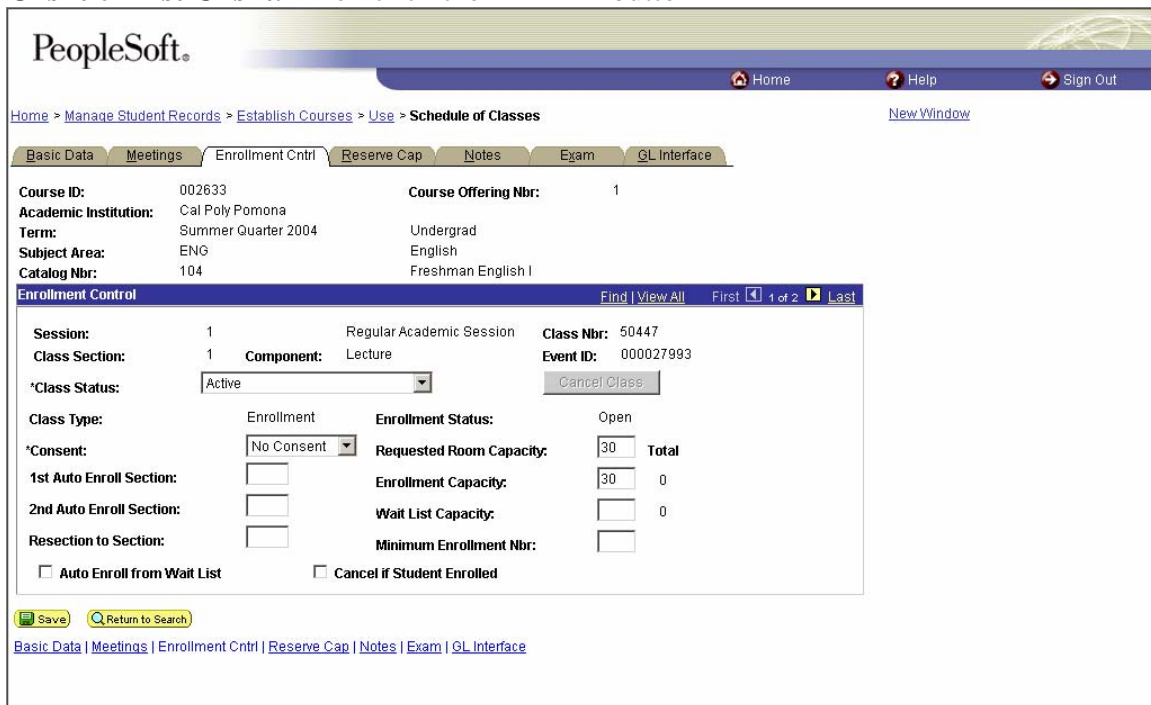
A student specific class permission number can be created by completing the following steps. Before you use this functionality, please note that you will have to go to the class schedule to make sure this feature is turned on for each class:

1. (a) Navigate using the following breadcrumbs: Home > Manage Student Records > Use > Schedule of Classes. Enter the **Term, Subject Area and Catalog Nbr.** Verify that the **Student Specific Permissions** box is checked. If it is not checked, click the box to mark it and click the  button at the bottom of the screen.



The screenshot shows the PeopleSoft interface for the 'Schedule of Classes' page. The breadcrumb trail is 'Home > Manage Student Records > Establish Courses > Use > Schedule of Classes'. The page has tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', and 'QL Interface'. The 'Basic Data' tab is active, showing course details for Course ID 002633, Academic Institution Cal Poly Pomona, Term Summer Quarter 2004, Subject Area ENG, and Catalog Nbr 104. The 'Class Sections' section is expanded, showing details for Session 1, Class Section 2, Component LEC, and Class Type Enrollment. The 'Student Specific Permissions' checkbox is checked and circled in red. Other checked options include 'Schedule Print' and 'Dynamic Date Calc Required'. An 'Auto Create Component' button is visible.

1. (b) Click the **Enrollment Cntrl** tab. Use the drop down box to select either **Dept Cnsnt** or **Inst Cnsnt**. Then click the  button



The screenshot shows the 'Enrollment Control' page in PeopleSoft. The breadcrumb trail is 'Home > Manage Student Records > Establish Courses > Use > Schedule of Classes'. The 'Enrollment Cntrl' tab is active. The page shows details for Session 1, Class Section 1, Component Lecture, and Class Type Enrollment. The 'Class Status' is set to 'Active'. The 'Consent' dropdown is set to 'No Consent'. The 'Enrollment Status' is 'Open'. The 'Requested Room Capacity' is 30, and the 'Enrollment Capacity' is 30. The '1st Auto Enroll Section' and '2nd Auto Enroll Section' are both empty. The 'Resection to Section' is empty. The 'Auto Enroll from Wait List' and 'Cancel if Student Enrolled' checkboxes are unchecked. A 'Save' button is highlighted in yellow at the bottom left.

2. 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 .

3. Enter the **Expire Dt and ID (BroncoNumber)** and click the  button

PeopleSoft. 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 2 of 2 Last

Session: 1 Regular Academic Session Class No: 50457 Class Status: Active

Class Section: 2

Component: Lecture  Student Specific Permissions

Class Type: Enrollment Section

Default Date: 07/12/2004 Assign More Permission:

Seq #	Number	Use Dt	Expire Dt	Perm Type	ID
1	Not Used		<input type="text"/>	<input type="text"/>	<input type="text"/>

4. To add additional student click on the  and another row will appear. To delete a row, click the . After adding or deleting click the  button.

### 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 2 of 2 Last

**Session:** 1      Regular Academic Session      **Class No:** 50457      **Class Status:** Active  
**Class Section:** 2  
**Component:** Lecture       **Student Specific Permissions**  
**Class Type:** Enrollment Section  
**Default Date:** 07/12/2004      Assign More Permission:

Seq #	Number	Use Dt	Expire Dt	Perm Type	ID	Don't Ovr Career	Don't Ovr Class Limit	Don't Ovr Requisites
1	Not Used		07/12/2004	A				
2	Not Used		07/12/2004	A		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

