Class Permission Number
Batch Process
What is it?

It is:

✓ A campus-wide process, run once per semester
  → Creates a number of generic class permission numbers for each enrollment section in a department

✓ Department-specific
  → If a department participates, all enrollment sections with that subject prefix will be included

It is not:

✗ Student-specific
  → Generic class permission numbers can be handed out to any student

✗ Mandatory for all departments
  → Departments may choose to participate or not
  → Departments are not required to utilize all class permission numbers created by the process
Why do I want to participate?

• Replaces Change of Schedule forms so instructors don’t need to sign forms and students don’t need to stand in lines
• Automatically creates a set of permissions so you don’t need to manually create Student-Specific Permission lists or hand-enroll every student that needs to enroll
• Doesn’t override Requirement Groups—students with class permissions still need to meet prerequisites to enroll
How does it work?

Step 1:

- Departments opt in to the process by submitting a request to RCS
  - Deadline for all semesters will be the Open Scheduling deadline
- Opt-in status will roll from semester to semester- only send a new request to change opt-in/out status
How does it work?

Step 2:

• RCS runs a batch process to create permission numbers for all departments that opt in

• Process will create permissions for each enrollment section
  – Classes with 100 or fewer seats: 10 permissions
  – Classes with 101+ seats: 10% of total enrollment cap
How does it work?

Step 3:

• Departments view the list of randomly generated permission numbers, and distribute the numbers to students as appropriate
  – Distribution method is at the discretion of the department and the instructor: possible methods include email, verbal statement to student, pre-printed slips to hand interested students
The screenshot shows a web interface for managing class permissions in UAccess Student. The main menu is highlighted, indicating the path to the 'Class Permissions' section. Below, there is a table titled 'Class Section Data' with columns for 'Session', 'Class Section', 'Class Nbr', 'Class Status', 'Class Type', and 'Instructor'. A checkbox is marked for 'Student Specific Permissions'.

Further down, another table titled 'Class Permission Data' lists several records with columns for 'Seq #', 'Number ID', 'Name', 'Issued', 'Issued By', 'Issued Date', 'Status', 'Permission Use Date', and 'Expiration Date'. Each row has options to edit or delete permissions.

The interface includes buttons for 'Save', 'Return to Search', 'Previous in List', 'Next in List', and 'Notify'.
How does it work?

Step 4:

- Students with a class permission number use Student Self Service enrollment engine to register for the class.
• Permission numbers will override:
  ✓ Closed Class
  ✓ Permission Time Period
  ✓ Consent Required

• Will not override:
  ✗ Requirement groups
  ✗ Career restrictions
What are the drawbacks?

- Student-Specific Permissions and generic Class Permission Numbers are mutually exclusive— you can only use one type of permission per class section.
- Since the Class Permissions override the enrollment capacity, you will need to monitor your enrollments to make sure you don’t have more students than your instructor can teach, or more than the room can seat.
  - RCS will Stop Further Enrollment for classes scheduled in Centrally Scheduled Classrooms that have exceeded their Room Capacity, but not their Enrollment Capacity.
- Home departments of cross-listed courses may need to manually create permission numbers for their secondary sections, since the process is specific to the subject prefix of the course.