Permission Numbers

Permission Numbers are used to let students add themselves to your courses. This guide explains how to use this feature through MyCSUSTAN. Permission numbers expire on the last day to register for classes due to the students being assessed a late registration fee.

Objective:

To streamline existing processes by using permission numbers.

When to use Permission Numbers?

Permission numbers should be given to students at any point in the registration period until the last day to add for the following:

- Any course that is flagged for “Instructor Consent Required” and is not a class that requires a Special Registration or Individual Study form.
- Any course for which the student does not meet the major or class level prerequisite.
- Classes that are full. If the class is not full, students can continue to register without a permission number based on dates outlined for that term.
- During the Instructor Signature Required period, until the Last Day to Add date.

Process:

Enrollment Services (ES) generates 30 permission numbers for every class/section prior to the beginning of each term. Each faculty member will be able to see the permission numbers for their classes/sections either through MyCSUSTAN Faculty Center (see below for specific steps)

FAQ

Q: Is it required for faculty to use permission numbers?
A: Yes, it is required per the email that was sent on 1/28/2011.

Q: How many permission numbers are generated for each class/section?
A: 30 permission numbers are created as a default for every class/section per term.

Q: What happens when a faculty member runs out of permission numbers?
A: If a faculty member runs out of permission numbers, s/he can contact Enrollment Services at 667-3264 for additional numbers.

Q: When did permission numbers start being used?
A: Fall 2008.

Q: How will faculty gain access to permission numbers?
A: Permission numbers are available for each class/section via the class roster icon in MyCSUSTAN faculty center.

Q: How will faculty track permission numbers used?
A: There are various mechanisms to track this information. One simple approach is for the Faculty member to print the permission numbers and track which ones have been given to students. Or, if
using the hard copy Class Roster, just note the student name next to the permission number. Once the student registers using the permission number, the student’s name will be seen in the Faculty Center tool.

**Viewing and Printing Permission Numbers In myCSUSTAN Faculty Center**

- Navigate to your schedule for the term
- Click on the Class Roster icon next to the desired class section.

![Class Roster Icon]

- Click on the Permission Numbers link.

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![Class Roster Example]

- Click on the Permission Number link.

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![Faculty Center Class Roster]

- Click on the Permission Number link.
You can download your permission numbers to Excel.

You can print this page with permission numbers by using the print option from your browser or right click on your mouse anywhere on this screen and select print.

Once a permission number is used, you will see the use date, the student ID, and student name.

You may print this page to use for tracking which numbers have been used. To print, use print option from your browser or right click anywhere on the screen and select print.