

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.

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:

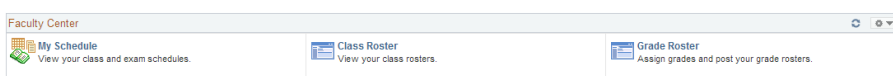
Enrollment Services (ES) generates 30 permission numbers for every class/section prior to the beginning of each term. Each faculty member will be able to see the permission numbers for their classes/sections through MyCSUSTAN Faculty Center (see below for specific steps)

If a faculty member runs out of permission numbers, s/he can contact Enrollment Services at 667-3264 for additional numbers.

Faculty can track their permission numbers a variety of ways. 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.

Permission numbers can only be used once per student.

Viewing and Printing Permission Numbers



1. Click on My Schedule from the Faculty Center Home Page

Faculty Center
my schedule

Advisor Center
class roster

Search
grade roster

Faculty Center

My Schedule

2014 Spring | CSU Stanislaus change term My Exam Schedule

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Grade Roster Learning Management Class Permissions

My Teaching Schedule > 2014 Spring > CSU Stanislaus

	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
	COGS 2300-001 (20364)	Scientific Methods and Models (Lecture)	29	TBA	Fully Online-See Class Notes	Jan 27, 2014- May 23, 2014
	COGS 4960-001 (20369)	Seminar in Cognitive Science (Lecture)	25	TBA	Fully Online-See Class Notes	Jan 27, 2014- May 23, 2014
	CS 3740-002 (20448)	Computer Organization (Lecture)	30	TuTh 2:00PM - 3:15PM	Demergasso-Bava Hall 104	Jan 27, 2014- May 23, 2014
	CS 4910-001 (23595)	Cooperative Education (Independent Study)	1	TBA	TBA	Jan 27, 2014- May 23, 2014
	CS 4980-002 (23760)	Individual Study (Independent Study)	2	TBA	TBA	Jan 27, 2014- May 23, 2014
	PSYC 5980-001 (23647)	Individual Study (Independent Study)	1	TBA	TBA	Jan 27, 2014- May 23, 2014

[View Weekly Teaching Schedule](#) [Go to top](#)

My Exam Schedule > 2014 Spring > CSU Stanislaus

You have no final exams scheduled at this time.

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1. Click on the Permission Number icon next to the desired class section.

Class Permission Numbers

COGS 2300-001 Scientific Methods and Models (Lecture)
(20364)
| Regular Academic Session | CSU Stanislaus | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
TBA	Fully Online-See Class Notes		01/27/2014 - 05/23/2014

Permission Numbers can be used in place of a signed 'Add Form' to allow students to enroll in a particular class section. A permission number will override career, class limit, course requisites, and instructor consent. Each permission number may only be used once.

Class Permission Numbers							
Seq #	Number	Status	Perm Type	Expire Date	Use Date	ID	Name
1	707565	Used	A	02/07/2014	01/21/2014		
2	495396	Used	A	02/07/2014	01/21/2014		
3	453802	Used	A	02/07/2014	01/31/2014		
4	506943	Used	A	02/07/2014	01/31/2014		
5	826260	Used	A	02/07/2014	01/31/2014		
6	407520	Not Used	A	02/07/2014			
7	133329	Not Used	A	02/07/2014			
8	165300	Not Used	A	02/07/2014			
9	113526	Not Used	A	02/07/2014			
10	779220	Not Used	A	02/07/2014			
11	718918	Not Used	A	02/07/2014			
12	591705	Not Used	A	02/07/2014			
13	514387	Not Used	A	02/07/2014			
14	767256	Not Used	A	02/07/2014			
15	801990	Not Used	A	02/07/2014			
16	263697	Not Used	A	02/07/2014			
17	624898	Not Used	A	02/07/2014			
18	635850	Not Used	A	02/07/2014			
19	779305	Not Used	A	02/07/2014			
20	310620	Not Used	A	02/07/2014			
21	817992	Not Used	A	02/07/2014			
22	303072	Not Used	A	02/07/2014			
23	528450	Not Used	A	02/07/2014			
24	221958	Not Used	A	02/07/2014			
25	403608	Not Used	A	02/07/2014			
26	495618	Not Used	A	02/07/2014			
27	525262	Not Used	A	02/07/2014			
28	433860	Not Used	A	02/07/2014			
29	100141	Not Used	A	02/07/2014			
30	517644	Not Used	A	02/07/2014			

Return

2. Click on the icon to download the list of permission numbers to Excel.
3. 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.
4. Once a permission number is used, you will see the **use date, the student ID, and student name.**