


Instructors can issue Class Permission Numbers to allow students to enroll in a class, overriding restrictions such as pre-requisites or required consent. Administrative users also have access to issue and manage permission numbers.

Note: A batch process generates Permission numbers approximately 3 weeks prior to registration.

Access

1. Log in to MyU.umn.edu with your Internet ID and password.
2. Click on the **Teaching** tab.
3. Click on the **Faculty Center** link at the bottom of the page.
4. Click on the **Class Permission**  icon for the enrollment section of your class.

My Teaching Schedule > Fall 2017 > Twin Cities/Rochester

Personalize | View All |   First 1-14 of 14 Last

| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates | |
|--|--|-------------------------------|----------|------------------------|-------------------------------|----------------------------|-----|
|  |  CSCI 2011-001 (21605) | Disc. Structures (Lecture) | 245 | MoWeFr 1:25PM - 2:15PM | Keller Hall 3-210 | Sep 5, 2017 - Dec 13, 2017 | URL |
|  |  CSCI 2011-002 (21607) | Disc. Structures (Discussion) | 41 | Tu 12:20PM - 1:10PM | Molecular Cellular Biol 2-120 | Sep 5, 2017 - Dec 13, 2017 | URL |
|  |  CSCI 2011-003 (21606) | Disc. Structures (Discussion) | 40 | Tu 1:25PM - 2:15PM | Amundson Hall 240 | Sep 5, 2017 - Dec 13, 2017 | URL |

Managing Permission Numbers

Note: To **download** the list of Class Permission Numbers to Excel, click the **Download** icon. 


▼ Defaults


Expiration Date 12/13/2017

Permission Valid For

| Closed Class | Requisites Not Met | Consent Required | Career Restriction | Permission Time Period |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |

Assign More Permissions Set All Permissions to Issued

Class Permission Data Personalize | Find |  First 1-30 of 30 Last

General Info | Permission | Comments 

| Seq # | Number | ID | Name | Issued | Issued By | Issued Date | Status | Permission Use Date | Expiration Date |
|-------|--------|----|------|-------------------------------------|-----------|-------------|----------|---------------------|-----------------|
| 1 | 220992 | | | <input checked="" type="checkbox"/> | | | Not Used | | 11/14/2017 |
| 2 | 351645 | | | <input type="checkbox"/> | | | Not Used | | 11/14/2017 |
| 3 | 434700 | | | <input type="checkbox"/> | | | Not Used | | 11/14/2017 |
| 4 | 279870 | | | <input type="checkbox"/> | | | Not Used | | 11/14/2017 |

The **General Info** tab displays a column of **Permission Numbers**.

1. When you issue a permission number to a student, click the **Issued** checkbox on that row.

Note: The remaining fields will populate once the permission is used.

Managing Permission Numbers (cont.)

| General Info Permission Comments | | | | | | | |
|---|--------|----|--------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| Seq # | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | Permission Time Period |
| 1 | 220992 | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2 | 351645 | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3 | 434700 | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4 | 279870 | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

The **Permission** tab checkboxes indicate which restrictions a permission number will override.

- Your department adjusts restriction overrides for individual permission numbers.

| Class Permission Data | | | | Personalize Find [?] [grid] | First 1-30 of 30 Last |
|--|--------|----|---|-----------------------------------|-----------------------|
| General Info Permission Comments | | | | | |
| Seq # | Number | ID | Comments | | |
| 1 | 220992 | | <input type="text" value="Sam Watson"/> | | |
| 2 | 351645 | | <input type="text"/> | | |
| 3 | 434700 | | <input type="text"/> | | |
| 4 | 279870 | | <input type="text"/> | | |

The **Comments** tab is for your notes. Enter the name or ID number of the student.

- Click the **OK** button at the bottom of the page, to save the changes and return to the **Faculty Center**.

| | | |
|-----------------------------------|---------------------------------------|--------------------------------------|
| <input type="button" value="OK"/> | <input type="button" value="Cancel"/> | <input type="button" value="Apply"/> |
|-----------------------------------|---------------------------------------|--------------------------------------|