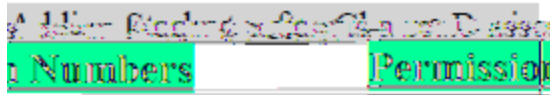


FACULTY PERMISSION CODE PROCESS



PeopleSoft has a new way to Add Students by using Permission Numbers. When you view/print your class rosters, you will find a list at the bottom of the page (see below) with a heading "Student Permission." This list gives unique 'permission numbers' to be distributed to students from the Waitlist who want to add the class. Please note that these unique "Permission Numbers" have expiration dates, so it is imperative that students go online to register ASAP. (For the Fall 2017 semester, students will have two weeks to use this permission number before it expires.)



The Sunday before the start of the term, the District Office will automatically generate 40 permission numbers for all courses that have enrollment.

STUDENT: HOW TO ADD A CLASS WITH A PERMISSION CODE

