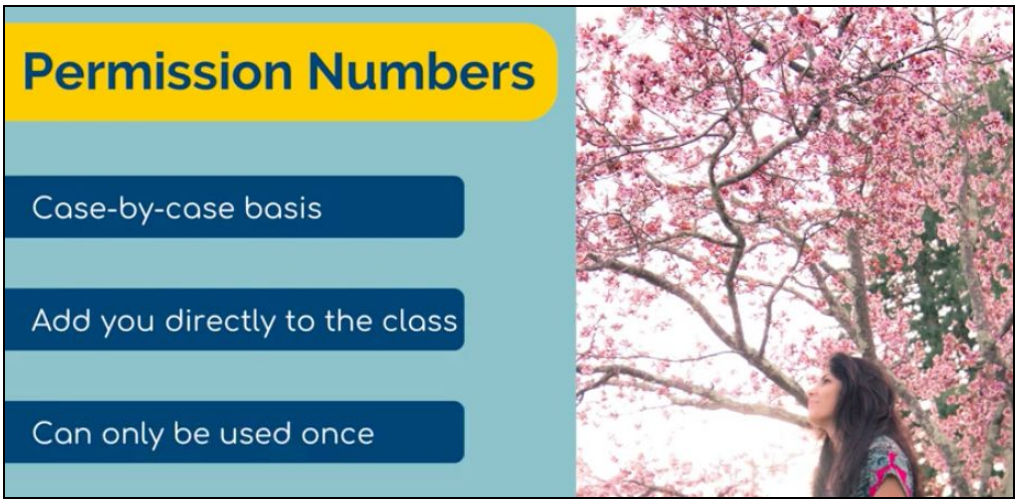
This text is associated with How-To: Use Permission Numbers video.

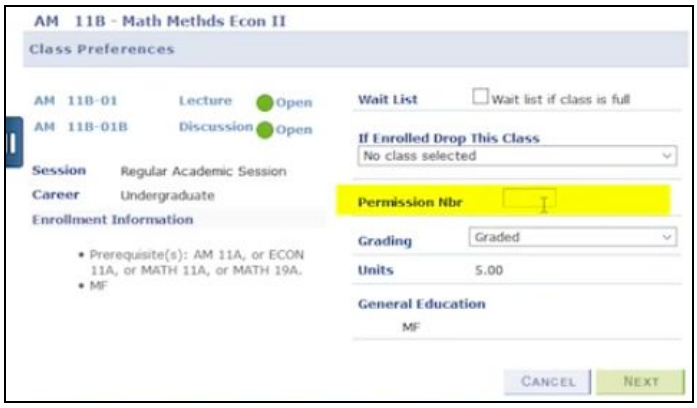
Slug Orientation How-to

Use Permission Numbers

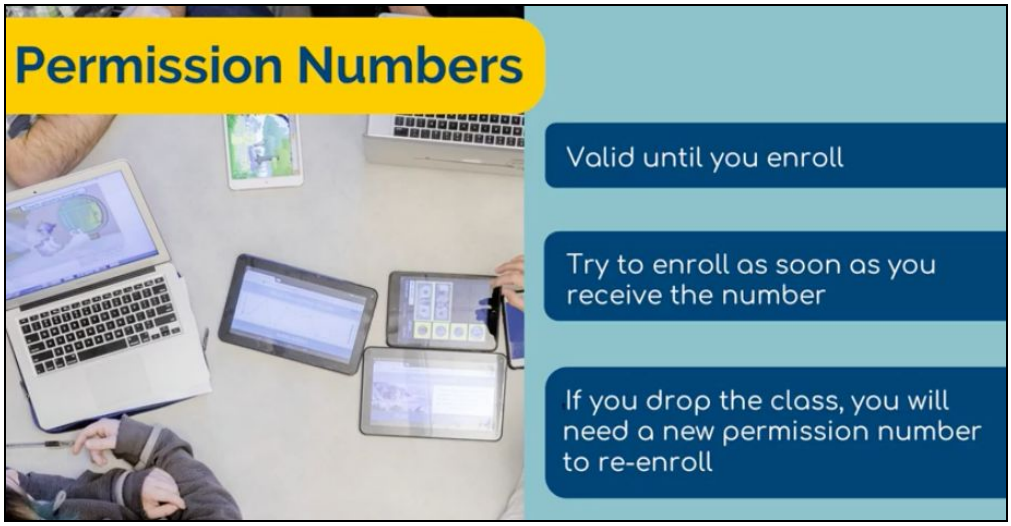
Permission numbers, or permission codes, are given out on a case-by-case basis by advisers and instructors. They are used to directly add you to a class if a prerequisite is blocking you from enrolling in the class, or if the class is closed. Permission numbers are specific to certain classes and can only be used once.



An adviser or instructor will provide you with a permission number if you have discussed your situation with them and they have approved your entry into the class. Once you receive a permission number by email, select the class that the permission number is for and look for the box labelled Permission Nbr. Type in the number and continue with your class selection process.



Once you want to enroll, go to your shopping cart and go through the enrollment process. You should be able to successfully enroll in the class. Please note that permission numbers do not override time conflicts or unit limits, so pay attention that you are not enrolling in more than your allotted units and the class does not conflict with anything else that you are enrolled in.

A permission number is still valid up until you successfully enroll in the class. You can input the number into a class that is currently resting in your shopping cart, and the code will still be valid even if you actually enroll days later.

We encourage you to enroll in the class as soon as you receive the number. NOTE: Sometimes permission numbers expire after a specific date. The adviser or instructor who gives you the permission code should explain any limitations. If you enroll in a class using a permission number and then drop the class, you will need a NEW permission number in order to enroll in it again.