

# Q&A: Permission Numbers

***Q. What are Permission Numbers and what are they used for?***

Permission numbers replace signing Change of Schedule Petition forms for students wishing to add your class beginning the first day of instruction. Permission numbers are unique numbers which can ***only be used in a single attempt*** and will override all prerequisites and class enrollment limits.

If you agree to allow a student to add your class, give the student one of the unused permission numbers. The student uses that number in the registration system to effect the add.

***Q. How are Permission Numbers created?***

Some permission numbers have been automatically created for you. They represent about 50% of the enrollment of your class. Use them only if you wish to allow students to add your class.

***Q. Where do I find permission numbers?***

If you have a preprinted class roster, unused permission numbers appear at the bottom of the roster. Or, you can see them on the Web at View My Class Roster, Unused Permissions tab.

***Q. Can new permission numbers be created upon demand?***

Yes. You can create additional permission numbers on the **View My Class Roster** page.

***Q. Can the faculty impose a time restriction on when the permission number will expire so that a student waiting to enroll can be accommodated?***

Not after the permission number has been created. When Department Coordinators' create permission numbers they can: 1) indicate an expiration date, or 2) not enter a date and the system will default to the last day of the term, and 3) the semi-automatic process will set a pre-defined date (last day to add and drop).

***Q. Can the instructor cancel a permission number once it is assigned?***

Yes. The Department Coordinator can delete an individually assigned permission number. If the student tries to use the permission number, SOLAR will announce that the number is invalid.

***Q. What precautions are in place to prevent abuse (sale?) of Permission Numbers?***

None. SOLAR will not validate who is using the number and will override requisites and enrollment capacity. You should make a note of the name of the student to whom you gave the number to make sure that it is not given to another student.

**IMPORTANT NOTE TO FACULTY!**

**Please pay close attention when issuing permission numbers so that overbooking does not occur. The number of unused permissions DOES NOT correspond to the seating capacity.**

***Q. What happens when students add or drop corequisite courses and will SOLAR automatically add or drop the corequisite course?***

SOLAR will not permit students to add or drop one course of a corequisite grouping, meaning that both courses must be added or dropped at the same time.

***Q. Will students need more than one permission number?***

If a student has a hold, a schedule time conflict, or is ineligible to take the class and tries to use the permission number, it will expire the number for the single attempt made and the student will need to get another one.

***Q. When will students start using the Change of Schedule Petition form?***

Beginning the 4<sup>th</sup> week of classes (adds and drops)