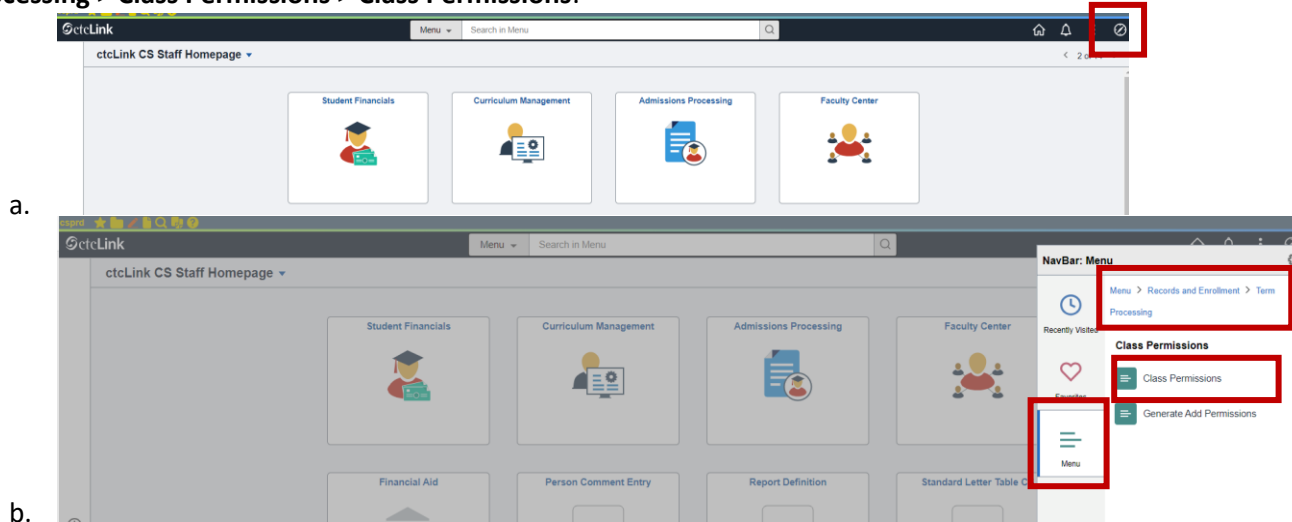


## Assigning Permission codes:

1. Open the Slass Permissions screen: **NavBar > Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions.**



2. For TCC make sure you have **WA220** listed next to **Academic Institution**. Also input the **Term**. For example, Summer 2023 = 2235. You can also click the magnifying glass next to the term line to pull up a list of options.

**Class Permissions**

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

**Search Criteria**

\*Academic Institution =

\*Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Academic Organization begins with

Case Sensitive

[Basic Search](#)  [Save Search Criteria](#)

3. Next input your class subject and number in the **Subject Area** and **Catalog Nbr** fields. For example, ENGL& 101 would be Subject Area: ENGL& and Catalog Nbr: 101. Then click **Search** at the bottom left of the page.

### Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▼ Search Criteria

\*Academic Institution = WA220

\*Term = 2237

Subject Area = MATH

Catalog Nbr begins with 95

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Academic Organization begins with

Case Sensitive

**Search** Clear Basic Search Save Search Criteria

4. Once you have done this you will see a class offering for the quarter. To find your class you will want to use the arrows to tab over sections on the top right.

Permission to Add | Permission to Drop

Course ID 008265 Course Offering Nbr 1

Academic Institution Tacoma CC

Term FALL 2023 Undergrad

Subject Area MATH Mathematics - MATH

Catalog Nbr 95 Intermediate Algebra

**Class Section Data** Find | View All First **1 of 7** Last

Session 1 Regular Academic Session Class Nbr 9150 Class Status Active

Class Section CR1 Class Type Enrollment Section

Component Lecture Instructor

Student Specific Permissions

▼ Defaults

Expiration Date 12/14/2023

Permission Valid For

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

Assign More Permissions  Generate  Set All Permissions to Issued

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input checked="" type="checkbox"/>		06/01/2023	Used	06/01/2023	12/14/2023

Save Return to Search Notify

Permission to Add | Permission to Drop

5. Once you have found your class you can begin to set codes. In the **Class Section Data**, ensure the **Student Specific Permissions** box is **not** checked. Then in the **Defaults** section, enter the **Expiration Date** for the class permission definition. It expires at 11:59 pm on the expiration

date. (If you are unsure of what date to put please reference the [Academic Calendar](#) for that quarters Last day to enroll with a permission code.)

Course ID 008265 Course Offering Nbr 1  
 Academic Institution Tacoma CC  
 Term FALL 2023 Undergrad  
 Subject Area MATH Mathematics - MATH  
 Catalog Nbr 95 Intermediate Algebra

**Class Section Data** Find | View All First 5 of 7 Last

Session 1 Regular Academic Session Class Nbr 9177 Class Status Active  
 Class Section UW-T Class Type Enrollment Section  
 Component Lecture Instructor

Student Specific Permissions

**Defaults**

Expiration Date 10/06/2023

Permission Valid For

	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1	<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 of 1 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input type="checkbox"/>			Not Used		10/06/2023

- In the **Permission Valid For** sub-section, select or unselect the options to be assigned to the permission number(s) to allow a student to:
  - Closed Class: enroll in a class that is full.
  - Requisites Not Met: enroll in a class with unmet prerequisites.
  - Consent Required: enroll in a class requiring instructor or department approval.
  - Career Restriction: enroll in a class that is outside of the student’s selected career (Program Plan).
  - Permission Time Period: enroll in a class during the enroll with permission time period.

Permission Valid For

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

- If you are assigning codes for more than one student, or wish to have codes ready if a student requests one, choose the number of codes you wish to assign in the **Assign More Permissions** field. Once you are done, click **Generate**.

Assign More Permissions    Set All Permissions to Issued

- Then if you want all of the codes to be issued and ready for use click the **Set All Permissions to Issued** checkbox. (You can come back to issue codes at a later date if you would like.)

Assign More Permissions

Generate

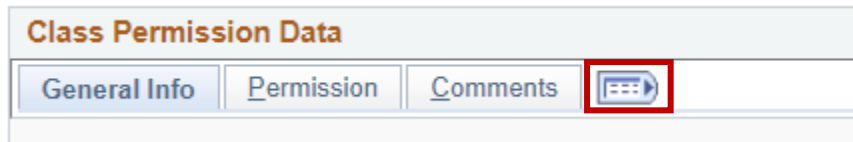
Set All Permissions to Issued

Permission Data Personalize | Find | | | Fir

io | Permission | Comments |

r	ID	Name	Issued	Issued By	Issued Date	Status	Permissi Use Date
3			<input checked="" type="checkbox"/>			Not Used	
7			<input checked="" type="checkbox"/>			Not Used	
3			<input checked="" type="checkbox"/>			Not Used	
0			<input checked="" type="checkbox"/>			Not Used	
3			<input checked="" type="checkbox"/>			Not Used	
3			<input checked="" type="checkbox"/>			Not Used	
3			<input checked="" type="checkbox"/>			Not Used	
7			<input checked="" type="checkbox"/>			Not Used	
3			<input checked="" type="checkbox"/>			Not Used	

9. If you would like to leave any notes with the codes or adjust individual permissions you can click the Show All Columns button.



10. Once you have done this and everything looks good to go, you can click save in the bottom left hand corner. Any and all permission codes that have been checked as issued will be live for the student to use. You can send the code to your student to enroll. Once a code has been used it will also display the ID and Name of the student who used the code and the date it was used.

20	346886			<input checked="" type="checkbox"/>			Not Used	
21	49181			<input checked="" type="checkbox"/>			Not Used	
22	736933			<input checked="" type="checkbox"/>			Not Used	
23	280071			<input checked="" type="checkbox"/>			Not Used	
24	130183			<input checked="" type="checkbox"/>			Not Used	
25	973164			<input checked="" type="checkbox"/>			Not Used	
26	83970			<input checked="" type="checkbox"/>			Not Used	
27	750756			<input checked="" type="checkbox"/>			Not Used	
28	531339			<input checked="" type="checkbox"/>			Not Used	
29	210567			<input checked="" type="checkbox"/>			Not Used	
30	100802			<input checked="" type="checkbox"/>			Not Used	

---

11. If students have any trouble inputting a permission code you can direct them to the [Student How To Guide](#) , or Enrollment Services for additional support.