

EMORY



# OPUS Staff Training Manual

## *Permission Numbers*



EMORY



## Course/Class Information

The next folder on the Records Tab contains Course/Class information



### Course / Class Information

[View the schedule of classes](#)

[View Class Roster](#)

[Access E-mail Class Roster](#)

[Class Permission Numbers](#)



## Class Permission Numbers

Permission numbers are a unique selection of numbers assigned to classes that allow the student to override class restrictions. After clicking the "permission number" link on the Records Tab, the user is taken to a search page. Enter the term, subject and catalog number for the class and SEARCH. Note: All classes have assigned permission numbers.

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

### 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:  | = | ▼             | EMORY                       | x | 🔍 |
| Term:                  | = | ▼             | 5151                        |   | 🔍 |
| Subject Area:          | = | ▼             | ENGCW                       |   | 🔍 |
| Catalog Nbr:           |   | begins with ▼ | 271W                        |   |   |
| Academic Career:       | = | ▼             | Undergraduate Emory College |   | ▼ |
| Campus:                |   | begins with ▼ | ATL                         |   | 🔍 |
| Description:           |   | begins with ▼ |                             |   |   |
| Course ID:             |   | begins with ▼ |                             |   | 🔍 |
| Course Offering Nbr:   | = | ▼             |                             |   | 🔍 |
| Academic Organization: |   | begins with ▼ |                             |   |   |

Case Sensitive

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



## Class Permission Numbers

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All permission required classes require a permission numbers to allow students to enroll or a department staff override. Most permission required classes can be identified because the section number ends with a "P". Most directed studies/research or supervision classes require permission.

A permission number is unique and may only be used to enroll in the class for which it was created. Caution: multiple sections have unique permission numbers that are not interchangeable or applicable to another class section.

Note: All classes in all careers have assigned permission numbers when the classes are created, whether the class requires permission or not. In this situation, the permission number allows students to enroll when the offering is outside their career, the class is closed, requisite is not met, etc.

A class permission may be set-up to add or drop a class. In each instance, the permission number will be unique.

Permission numbers have an expiration date. Permission numbers have override options but options can be restricted.



## Class Permission Numbers

After clicking the SEARCH, the class permission page will appear. There are two tabs. One for "Permission to Add" and the other for "Permission to Drop (if applicable)". Each tab has unique numbers for the applicable action.

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

**Permission to Add** | **Permission to Drop**

**Course ID:** 005189      **Course Offering Nbr:** 1  
**Academic Institution:** Emory University  
**Term:** Spring 2015      Ugrad Coll  
**Subject Area:** ENG CW      Creative Writing  
**Catalog Nbr:** 271W      Introduction to Poetry Writing

**Class Section Data** Find | View All First 1 of 2 Last

**Session:** 1 Regular Academic Session      **Class Nbr:** 3781      **Class Status:** Active  
**Class Section:** 00P      **Class Type:** Enrollment Section  
**Component:** Seminar      **Instructor:** Armour-Hileman,Victoria

Student Specific Permissions

**Defaults**

**Expiration Date:** 01/20/2015

**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:

**Class Information located at the top of each page.**


**Caution: look for correct section #**

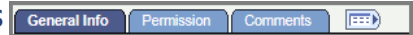
**Each section has its own set of unique permission numbers.**

**If more permission are needed, enter the number and "generate" and then don't forget to SAVE or additional numbers will not be valid.**



## Class Permission Numbers

Under "Class Permission Data," the user can assign, verify who and when the permission number was used, and write comments. This data can be appears condensed into multiple tabs but can be expanded using  is icon



The table can be downloaded by clicking the red/blue grid 

| Seq # | Number | ID | Name | Issued                   | Issued By | Issued Date | Status            | Permission Use Date | Expiration Date | Closed Class                        | Requisites Not Met                  | Consent Required                    | Career Restriction                  | Permission Time Period              | Comments |
|-------|--------|----|------|--------------------------|-----------|-------------|-------------------|---------------------|-----------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|----------|
| 1     | 300760 |    |      | <input type="checkbox"/> |           |             | Used              | 01/07/2015          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 2     | 648210 |    |      | <input type="checkbox"/> |           |             | Used              | 01/13/2015          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 3     | 770175 |    |      | <input type="checkbox"/> |           |             | Used              | 11/04/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 4     | 345792 |    |      | <input type="checkbox"/> |           |             | Used              | 10/27/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 5     | 941655 |    |      | <input type="checkbox"/> |           |             | Used then Dropped | 01/12/2015          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 6     | 349668 |    |      | <input type="checkbox"/> |           |             | Used              | 11/04/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 7     | 421798 |    |      | <input type="checkbox"/> |           |             | Used              | 11/18/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 8     | 901782 |    |      | <input type="checkbox"/> |           |             | Used              | 11/24/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 9     | 305221 |    |      | <input type="checkbox"/> |           |             | Used              | 11/24/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 10    | 491085 |    |      | <input type="checkbox"/> |           |             | Not Used          |                     | 01/20/2015 [B]  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 11    | 654442 |    |      | <input type="checkbox"/> |           |             | Used              | 11/11/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 12    | 850392 |    |      | <input type="checkbox"/> |           |             | Used              | 11/11/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 13    | 646926 |    |      | <input type="checkbox"/> |           |             | Used              | 11/24/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 14    | 153957 |    |      | <input type="checkbox"/> |           |             | Used then Dropped | 01/14/2015          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 15    | 236700 |    |      | <input type="checkbox"/> |           |             | Used              | 11/24/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 16    | 979146 |    |      | <input type="checkbox"/> |           |             | Used              | 11/24/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 17    | 105058 |    |      | <input type="checkbox"/> |           |             | Not Used          |                     | 01/20/2015 [B]  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 18    | 226278 |    |      | <input type="checkbox"/> |           |             | Used then Dropped | 11/25/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 19    | 276105 |    |      | <input type="checkbox"/> |           |             | Not Used          |                     | 01/20/2015 [B]  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 20    | 421320 |    |      | <input type="checkbox"/> |           |             | Used              | 12/24/2014          | 01/20/2015      | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 21    | 434605 |    |      | <input type="checkbox"/> |           |             | Not Used          |                     | 01/20/2015 [B]  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 22    | 119359 |    |      | <input type="checkbox"/> |           |             | Not Used          |                     | 01/20/2015 [B]  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 23    | 495883 |    |      | <input type="checkbox"/> |           |             | Not Used          |                     | 01/20/2015 [B]  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 24    | 642600 |    |      | <input type="checkbox"/> |           |             | Not Used          |                     | 01/20/2015 [B]  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |
| 25    | 113985 |    |      | <input type="checkbox"/> |           |             | Not Used          |                     | 01/20/2015 [B]  | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> |          |

# EMORY



***If you have questions about any of the materials covered in this section, please contact the Training Coordinator in the Office of the Registrar at [registr@emory.edu](mailto:registr@emory.edu). Thank you.***

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