OPUS Staff Training Manual

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

- View the schedule of classes
- View Class Roster
- Access E-mail Class Roster
- 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.
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.
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.
Under “Class Permission Data,” the user can assign, verify who and when the permission number was used, and write comments. This data can be condensed into multiple tabs but can be expanded using this icon.

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