

Distribute Permission Numbers



Permission Numbers are distributed to students so that they may enroll in a class and override rules regarding consent, available space, career and pre-requisites. This job aid outlines the steps for distributing permission numbers.

- Step 1.** Log On to the ISIS application using your ISIS User ID and Password and navigate to the **Access Class Rosters** page.



Home → SA Self Service → Learning Management → Management → Access Class Rosters

The **Access Class Rosters** page opens.

Access Class Rosters

Bernice Burke

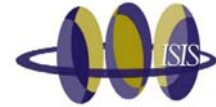
Select the term for which you would like to view your roster.

Class Rosters

- [2005 Spring](#)
- [2004 Fall](#)
- [2004 Summer](#)
- [2004 Spring](#)

[Return to Learning Management](#)

- Step 2.** Select the appropriate term.



The **Select Class Roster** opens.

Select Class Roster

Bernice Burke 2004 Fall

Select the Course Title of the roster you wish to view.

Course Title	Subject Catalog Nbr	Section	Class Nbr	Institution	Career
Leaders In History	HIST 203G	1812	14371	UMBOS	Undergraduate
Greek History	HIST 301	1709	14394	UMBOS	Undergraduate
Roman Archaeology	HIST 306	1813	14396	UMBOS	Undergraduate
Modern Irish History	HIST 339	1014	6696	UMBOS	Undergraduate

[Select a Different Term](#)

Step 3. Select the course title.

The **Class Roster** page opens.

Class Roster

HIST 301 2004 Fall

Greek History

Enrollment Status:

Total Students: 12 [Class Permission List](#) [Detail](#)

[Find](#) | [View All](#) First 1-12 of 12 Last

Name	Student ID	Short Description	Units Taken	Primary Academic Program
Arden,Andrew	00302995	Graded	3.00	Liberal Arts - Undergraduate
Chhuong,Crista	00293943	Graded	3.00	Liberal Arts - Undergraduate
Cruz,Thang	00299598	Graded	3.00	Management - Undergraduate
Donnelly,Larry	00708394	Graded	3.00	Liberal Arts - Undergraduate
Feiring,Mohamed	00293930	Graded	3.00	Liberal Arts - Undergraduate
Hall,J	00301567	Graded	3.00	Liberal Arts - Undergraduate
Harmon,Gilbert	00293863	Graded	3.00	Liberal Arts - Undergraduate
Kaduce,Vera	00294133	Graded	3.00	Liberal Arts - Undergraduate
Lehman,Subhan	00294110	Graded	3.00	Science & Mathematics - Ugrd
Peterson,Skirmante	00294148	Graded	3.00	Nursing - Undergraduate
Rinehart,Alexa	00293872	Graded	3.00	Liberal Arts - Undergraduate
Williams,Joseph	00265085	Graded	3.00	Liberal Arts - Undergraduate

[Select a Different Term](#) [Return to Previous Page](#)

Step 4. Click Class Permission List.

The **Access Class Rosters** page opens.

Class Permission Lists				
HIST 301				2004 Fall
Greek History				
Permissions Assigned				
Permission Number	Permission Type	Name	Use Date	Expire Date
Permissions Available				
Permission Number				
813379				
248786				
330393				
768547				
5096				



Note: Those permission numbers under **Permissions Available** are available to provide to students. Those permission numbers under **Permissions Assigned** have been used by students to enroll in the respective class.

Because there may be a lapse in time between giving a student the permission number and the student using it to enroll, you should keep track of all numbers given to students.

End of Procedure