A Basic Guide to Generating Permission Numbers

Permission numbers replace Class Entry Codes (CECs) that were used in DB2. They will work the same way for students using them to enroll through Cal Central.

1. From the **Main Menu**, navigate to:
   - **Records and Enrollment** >
   - **Term Processing** >
   - **Class Permissions** >
   - **Class Permissions**.

2. Under **Search Criteria**, use the look up table (€) or enter the **Term**, **Subject Area**, and **Catalog Nbr** of the class you would like to edit.

3. Click **Search**.
**WARNING:**

>> You must generate permission numbers on the **Enrollment** section(s) of the class. This will cover any required **Non-Enrollment** section(s), such as labs or discussion sections.

>> The **Class Permissions** page displays the sections of your class in order of the **Class Nbr** and not by the **Class Section** number.

4. This page defaults to show the **Permission to Add** tab.

In this example, note that the first of the 10 sections of Anthro 114 is a “Non-Enrollment Section”

Use the arrow buttons to find the **Enrollment** section(s).

5. In this example, the **Enrollment** section is the second of the 10 class sections.
6. In the **Defaults** section of the page, note the default **Expiration Date** that can be changed to a date of your choosing. Then select which restrictions the permission numbers will override for the student.

Do this prior to generating any permission numbers so that all the numbers you generate for students will have this criteria.

7. Enter the quantity of permission numbers you wish to create and click the **Generate** button.

8. Click the **SAVE** button at the bottom of the page immediately after generating any new permission numbers.

These permission numbers are now ready to be distributed to students.

After clicking **SAVE**, you can download this data to excel by clicking the blue and white, grid icon with the small, red arrow (ющего).