

Permission Numbers

Permission numbers can be given to students by department assistants or instructors to allow a student to register for a closed course, if “Department Consent” has been placed on the class section, or to override course requisites. Permission numbers are also used to approve enrollment of TGS students in undergraduate courses.

There are two types of permission numbers:

- General Class Permission Numbers
- Student Specific Permission Numbers

Generating General Class Permission Numbers:

1. Log into CAESAR.
2. From your **Administrator Homepage**, click on the **Classic Home** tile and navigate to **Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions**.
3. On the **Class Permission - Find an Existing Value** enter the desired term and subject area codes in the feilds provided (or click on the magnifying glass icon to look up a term or subject). Select the **Search** button and a list of results will return at the bottom 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 =

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](#)

Search Results

View All First 1-59 of 59 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
NWUNV	4680	ENGLISH	101-6	Undergrad	EV	First-Year Seminar	001763	1
NWUNV	4680	ENGLISH	103-1	QatarUgrad	DOHA	First-Year Writing	020448	1
NWUNV	4680	ENGLISH	105-0	Undergrad	EV	Expository Writing	001767	1
NWUNV	4680	ENGLISH	105-6	Undergrad	EV	First-Year Seminar	001770	1
NWUNV	4680	ENGLISH	106-1	Undergrad	EV	Writ Spec Contxt	001771	1
NWUNV	4680	ENGLISH	111-CN	SPS Ugrd	EV	Writing Seminar II	006179	1

4. Select the class you wish to assign permission numbers for by clicking on the appropriate link.
5. If the course has multiple sections, scroll through the available enrollment sections by selecting the left or right arrow icon to locate the appropriate section
6. Enter a number in the **Assign More Permissions** box equal to the number of permission numbers you wish to create.
7. Select Generate to populate the permissions
8. **Save**

Permission to Add | Permission to Drop

Course ID 001771 Course Offering Nbr 1
 Academic Institution Northwestern University
 Term 2017 Fall Undergrad
 Subject Area ENGLISH English
 Catalog Nbr 106-1 Writ Spec Conbt

Class Section Data Find | View All **First** 1 of 19 **Last**

Session 1 Regular Academic Session Class Nbr 12650 Class Status Cancelled Section
 Class Section X01 Class Type Enrollment Section
 Component Lecture Instructor

Student Specific Permissions

▼ Defaults

Expiration Date 10/27/2017

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 **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 type="checkbox"/>			Not Used		10/27/2017

Save | Return to Search | Previous in List | Next in List | Notify

Notes About General Permission Numbers:

- Distributing permission numbers is entirely up to the department and instructors. The Registrar does not oversee who is allowed into a class. Students who contact Registration for permission numbers are directed to the departments offering the class.
- Permission numbers can only be used once and cannot be used by multiple students or reused by the same student in multiple enrollment transactions.
- If the course is combined please let students know which subject and section the permission number is valid for.
- The Expiration Date determines how long the permission number will be valid. The add deadline for the term is the default Expiration Date, but can be changed to an earlier date if desired. If the permission number is not used by the set date the student no longer has permission to enroll.

Generating Student Specific Permission Numbers:

You may want to assign permission numbers to specific students rather than generating a list of general permission numbers for distribution.

If you wish to set up student specific permission numbers for a class you must first email the Registration & Scheduling team at registration@northwestern.edu to have your course set up for student specific permissions.

1. Log into CAESAR.
2. From your **Administrator Homepage**, click on the **Classic Home** tile and navigate to **Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions**.
3. On the **Class Permission - Find an Existing Value** enter the desired term and subject area codes in the fields provided (or click on the magnifying glass icon to look up a term or subject). Select the **Search** button and a list of results will return at the bottom of the page.
4. Select the class you wish to assign permission numbers for by clicking on the appropriate link. The Class Permission Numbers page will appear.

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](#)

Search Results

View All First 1-59 of 59 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
NWUNV	4680	ENGLISH	101-6	Undergrad	EV	First-Year Seminar	001763	1
NWUNV	4680	ENGLISH	103-1	QatarUgrad	DOHA	First-Year Writing	020448	1
NWUNV	4680	ENGLISH	105-0	Undergrad	EV	Expository Writing	001767	1
NWUNV	4680	ENGLISH	105-6	Undergrad	EV	First-Year Seminar	001770	1
NWUNV	4680	ENGLISH	106-1	Undergrad	EV	Writ Spec Contxt	001771	1
NWUNV	4680	ENGLISH	111-CN	SPS Ugrd	EV	Writing Seminar II	006179	1

Course ID 001763 **Course Offering Nbr** 1
Academic Institution Northwestern University
Term 2017 Fall Undergrad
Subject Area ENGLISH English
Catalog Nbr 101-6 First-Year Seminar

Class Section Data Find | View All First 1 of 6 Last

Session 1 Regular Academic Session **Class Nbr** 11703 **Class Status** Active
Class Section 20 **Class Type** Enrollment Section
Component Lecture **Instructor** Trubey,Elizabeth Fekete

Student Specific Permissions

- Defaults

Expiration Date 10/27/2017

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"/>

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

Seq #	Number	ID	Name	Status	Date	Expiration Date		
1		2980874	Wildcat,Wilma	Not Used		10/27/2017	<input type="button" value="+"/>	<input type="button" value="-"/>

- Notice that the Student Specific Permissions checkbox has a checkmark in it
- Enter a student ID in the blank row provided and Tab out of the field (or click on the magnifying glass icon to search for a student by name.) The student's name will automatically populate to the right of the ID field.

Student Specific Permissions

- Defaults

Expiration Date 10/27/2017

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"/>

Class Permission Data Personalize | Find | First 1-2 of 2 Last

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		2980874	Wildcat,Wilma	Not Used		10/27/2017	<input checked="" type="button" value="+"/>	<input type="button" value="-"/>
2				Not Used		10/27/2017	<input type="button" value="+"/>	<input type="button" value="-"/>

- Press the add a new row icon to insert additional rows for other students.
- Save**