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.

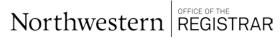
There are two types of permission numbers:

- General Class Permission Numbers
- Student Specific Permission Numbers

Generating General Class Permission Numbers:

- 1. Log into CAESAR.
- 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.

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For support, please email: registration@northwestern.edu

- 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	Permissio	n to Drop										
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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 changed6 to an earlier date if desired. If the permission number is not used by the set date the student no longer has permussion 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 <u>registration@northwestern.edu</u> to have your course set up for student specific permissions.

- 1. Log into CAESAR.
- 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.
- 4. Select the class you wish to assign permission numbers for by clocking on the appropriate link. The Class Permussion Numbers page will appear.

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NWUNV 4680	ENGLISH	105-0	Undergrad	EV	Expository Writing	001767	1
NWUNV 4680	ENGLISH	105-6	Undergrad	EV	First-Year Seminar	001770	1
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- 5. Notice that the Student Specific Permissions checkbox has a checkmark in it
- 6. 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.

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Permission to Add | Permission to Drop

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

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