Assigning Class Permission Numbers

To manually add permission numbers to a class,

1. Go to Manage Student Records > Establish Courses > Use > Class Permission Numbers.

2. Choose the Academic Career of the class (below).

3. Type (or look up) the
   - Term
   - Subject area (below)
4. Click **Search**, and you’ll see the **Class Permission Numbers** page.

5. Type the number of permission numbers you’d like to add to the class (below).

### Class Permission Numbers

<table>
<thead>
<tr>
<th>Course ID:</th>
<th>001872</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Institution:</td>
<td>University of North Texas</td>
</tr>
<tr>
<td>Term:</td>
<td>2004 Fall</td>
</tr>
<tr>
<td>Subject Area:</td>
<td>ENGL</td>
</tr>
<tr>
<td>Catalog Nbr:</td>
<td>4980</td>
</tr>
<tr>
<td>Course Offering Nbr:</td>
<td>1</td>
</tr>
<tr>
<td>Type:</td>
<td>Undergrad</td>
</tr>
<tr>
<td>Language:</td>
<td>English</td>
</tr>
<tr>
<td>Section Type:</td>
<td>Experimental Class</td>
</tr>
</tbody>
</table>

**Class Permissions**

- **Session**: 1 Regular Academic Session
- **Component**: Credit
- **Class Type**: Enrollment Section
- **Default Date**: 12/10/2004

**View All**  **First**  **Last**

**Assign More Permissions**:

**Note**  To quickly add permission numbers to other sections,
1. Press the → arrow key on your keyboard.
2. Type the next permission number.
3. Repeat until you’ve completed all the sections.
4. Skip to step 7 below.

6. Press the tab key on your keyboard, and EIS will generate a list of permission numbers at the bottom of the page.

7. Click **Save**, and you will have added permission numbers for that class.