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MISSOURI S&T
University of Science & Technology

Permission Numbers in Joe'SS

Missouri University of Science and Technology
Office of the Registrar

Path: Records and Enrollment > Term Processing > Class Permissions > Class Permissions

The following are step-by-step instructions on how an instructor or a representative would be able to find Permission Numbers that can override a prerequisite for a class or enroll in a class once the semester starts. Students will be prompted to enter a Permission Number when they enroll in a class in Joe'SS. Prior to classes starting, prerequisites are being checked for all undergraduate students except those students pursuing a second bachelor's degree. Graduate students do not need Permission Numbers before classes start. Once classes start, all students will need a Permission Number to register for a class.

- Enter in the information about the class you need a Permission Number for in the search.

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

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:	= ▾	ROLLA 🔍
Term:	= ▾	4427 🔍
Subject Area:	= ▾	ARCH ENG 🔍
Catalog Nbr:	begins with ▾	5208
Academic Career:	= ▾	▾
Campus:	begins with ▾	🔍
Description:	begins with ▾	
Course ID:	begins with ▾	🔍
Course Offering Nbr:	= ▾	🔍
Academic Organization:	begins with ▾	

☐ Case Sensitive

Search | Clear | Basic Search 🖫 Save Search Criteria

- Permission Numbers are created by section and are located under Number (Box A).
- If a Permission Number has been used to enroll by a student, the student's name and ID number will populate in the Name and ID box.
- To mark that you have given out a certain Permission Number, click the Issued box (Letter B) and then click the Comments tab (Letter C). You can then enter who you issued the number to in the Comments box (Letter D). Click Save at the bottom of the page to save these issue checks and comments.

Permission to Add | Permission to Drop

Course ID:	300795	Course Offering Nbr:	1
Academic Institution:	Missouri S&T		
Term:	2016 Spring Semester	Graduate	
Subject Area:	ARCH ENG	Architectural Engineering	
Catalog Nbr:	5208	Structural Dynamics	

Use Arrows to Change Sections

Class Section Data   Find | View All   First ◄ 1 of 3 ► Last

Session:	1	Regular Academic Session	Class Nbr:	73330	Class Status: Active
Class Section:	1A		Class Type:	Enrollment Section	
Component:	Lecture		Instructor:	Chen,Genda	

☐ Student Specific Permissions

▼ Defaults

Expiration Date: 05/13/2016

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
✓	✓	✓	✓	✓

Assign More Permissions: [ ] Generate   ☐ Set All Permissions to Issued

Enrl Capacity: 20
Enrl Total: 3

Class Permission Data   Personalize | Find | [ ] | ⊞   First ◄ 1-100 of 100 ► Last

C

General Info | Permission | **Comments** | [≡]

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	171232			**B** ☐			Not Used		01/18/2016
A	117893			☐			Not Used		01/18/2016
3	822150			☐			Not Used		01/18/2016
4	109296			☐			Not Used		01/18/2016

Comments tab

Class Permission Data   Personalize | Find | [ ] | ⊞   First ◄ 1-100 of 100 ► Last

General Info | Permission | **Comments** | [≡]

Seq #	Number	ID	Comments	**D**
1	171232			
2	117893			
3	822150			
4	109296			

Permission Numbers Notes

- Permission Numbers are only good for a specific section of a course. If a student is not sure of which section to be enrolled in, multiple Permission Numbers related to each section will need to be given.
- There is no guarantee for the student who uses a Permission Number prior to classes starting that they will be enrolled in the course once classes start. Students who use Permission Numbers are still being checked by the Post Enrollment Requisite Checking (PERC) process.
- Permission Numbers can only be used one time. After a student uses it, it cannot be accepted again.
- Permission Numbers used once classes start will override the prerequisite and the capacity limit of the class.
- If you run out of Permission Numbers, please contact the Registrar's Office (registrar@mst.edu or 573-341-4181) so more can be generated.