FAQ: Adding Classes via Permission Numbers

What is a permission number?
Permission numbers are numeric codes that are generated to allow registration into a particular class.

Are permission numbers “new?”
No, permission numbers have been used by most disciplines to control enrollment in certain classes. For instance, a capstone project class may limit enrollment to only certain majors or students with junior/senior standing. Permission numbers are now being utilized to replace the Change of Program form (aka. add/drop from) during the first three weeks of school.

How do I obtain a permission number?
After the start of classes your instructor will give you a permission number which will allow you to add the class online. For cross-listed courses (i.e. course offered as CHS 333 and HIST 333) be sure to use the permission number generated for the particular subject and section number - otherwise an enrollment error message will occur.

How do they work?
During the online adding process you need to input the permission number on the “class preferences” page.

Sample of myCI enrollment page:

![Sample of myCI enrollment page](image)

How often can I use the number?
Permission numbers are unique and can only be used in a single attempt. Please note that the permission number is specific to the student – and cannot be shared.

Permission numbers expire at the end of the third Friday of the term.
**Timelines for Permission Number Use:**

The dates of all add/drop actions are available by viewing the Change of Program table in the Schedule of Classes.

<table>
<thead>
<tr>
<th>Registration Period</th>
<th>Format for the Add</th>
<th>Authorizations Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week 1-3</td>
<td>Permission Number Needed*</td>
<td>Yes – from Instructor</td>
</tr>
<tr>
<td>Week 4</td>
<td>Change of Program (Add/Drop) Form Required</td>
<td>Yes – from Instructor and Program Chair</td>
</tr>
<tr>
<td>Week 5</td>
<td>Adds No Longer Allowed</td>
<td>Adds No Longer Allowed</td>
</tr>
</tbody>
</table>

*Additions to your schedule requiring a Time Conflict form or Additional Unit Authorization will always require the use of the paper form.

Please note –beginning the **fourth week** you will only be allowed to add a course via the Change of Program form with the Instructor and Department Chair signatures. The form must be brought to the Enrollment Center, Sage Hall, for processing. The Change of Program form can be found on the Records and Registration website in the Forms Library.

**Questions and Concerns:**

If you need registration assistance please visit the Enrollment Center in Sage Hall, 1st Floor, or email us at records.registration@csuci.edu