Campus Connection

Class Permission Number Creation
1. Log into CampusConnection
2. Click **'Main Menu' > 'Records and Enrollment' > 'Term Processing' > 'Class Permissions' > 'Class Permissions'**
3. Enter *UND01* as the Academic Institution
4. Enter *Term*, *Subject Area* and *Catalog Nbr*
5. Click **'Search'** button
6. Navigate to the appropriate class number with the navigation arrows
7. In the *Defaults* section, specify which permissions you need the permission number(s) to override
   a. Closed Class – Overrides full capacity
   b. Requisites Not Met – Overrides pre-requisites and co-requisites
   c. Consent Required – Overrides department and/or instructor consent
   d. Career Restriction – Generally not used. For GRAD courses contact the School of Graduate Studies.
   NOTE: Permission numbers do not override Permission Time Period (time conflicts).
8. In *Assign More Permissions* box, enter the number of permission numbers you want created (more can be created later, if needed)
9. Click **'Generate'** button
10. Click **'Save'** button at the bottom of the page

NOTE:
- Override options can be changed after a permission number is created.
- Permission numbers can only be used once.
- Additional permission numbers can be created at any time.