

The Office of the Registrar has exciting news!

Permission numbers are now available for primary instructors in the Faculty Center. There is also an option to request that we add a course administrator to allow access to someone other than the primary instructor. This option removes access from the primary instructor, granting it instead to the course administrator, allowing departments to continue to centrally control permission number distribution, if that is necessary or preferred.

This new tool eliminates the need to contact our office for permission numbers. The goal is to save instructors, staff, and students time and frustration during the enrollment process, optimizing the student experience.

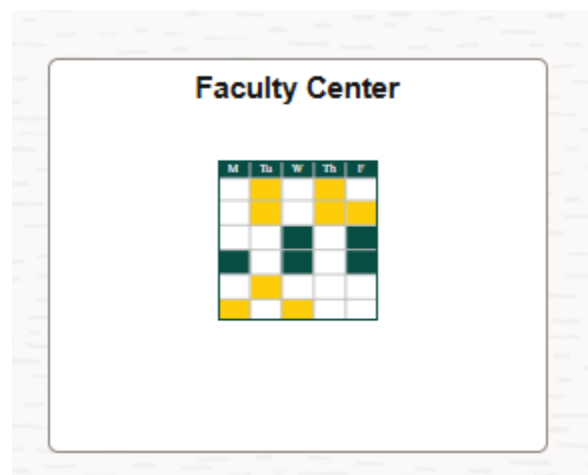
To access this new tool, primary instructors and/or course administrators should click on the Faculty Center tile, then on Class Permission Numbers. There will then be four dropdown menus to narrow in on the course(s) of interest. Comments can be added to individual permission numbers to mark them as used as soon as they have been given to students, and to add additional notes, as needed.

Question and/or concerns can be directed to registrar@clarkson.edu.

Many thanks to the Office of Information Technology for helping us make this happen!

Navigation- Step 1:

Click on Faculty Center



Step 2:

Click on Class Permission Numbers in the left-hand navigation panel.

CU Faculty Center

My Schedule

Class Permission Numbers

CU Evaluation Reports

My Advisor Evaluation Reports

CU Students w/ Accommodations

CU OAS Exam Material Upload

Grade Change Form

Faculty Elections

Class Permission Numbers

Term 4259 - Fall 2025
Class
Permission Type
Permission Used

Class Permission numbers are available to the primary instructor. If a class administrator is assigned then the class permission numbers are only available to the class administrator.

Find | 50 | First 1-50 of 50 Last

Term	Class Nbr	Subject	Catalog Nbr	Section	Permission Nbr	Type	Permission Used	Used by	Comments (50 characters max)
1 Fall 2025	8755	XREG	100	SLU	553104	Add	Not Used		
2 Fall 2025	8755	XREG	100	SLU	171990	Add	Not Used		
3 Fall 2025	8755	XREG	100	SLU	522915	Add	Not Used		
4 Fall 2025	8755	XREG	100	SLU	626400	Add	Not Used		
5 Fall 2025	8755	XREG	100	SLU	441066	Add	Not Used		
6 Fall 2025	8755	XREG	100	SLU	455877	Add	Not Used		
7 Fall 2025	8755	XREG	100	SLU	591300	Add	Not Used		
8 Fall 2025	8755	XREG	100	SLU	371640	Add	Not Used		
9 Fall 2025	8755	XREG	100	SLU	462808	Add	Not Used		
10 Fall 2025	8755	XREG	100	SLU	800982	Add	Not Used		
11 Fall 2025	8755	XREG	100	SLU	925485	Add	Not Used		
12 Fall 2025	8755	XREG	100	SLU	757680	Add	Not Used		
13 Fall 2025	8755	XREG	100	SLU	775899	Add	Not Used		
14 Fall 2025	8755	XREG	100	SLU	111253	Add	Not Used		
15 Fall 2025	8755	XREG	100	SLU	276390	Add	Not Used		
16 Fall 2025	8755	XREG	100	SLU	107604	Add	Not Used		
17 Fall 2025	8755	XREG	100	SLU	365797	Add	Not Used		
18 Fall 2025	8755	XREG	100	SLU	120795	Add	Not Used		
19 Fall 2025	8755	XREG	100	SLU	353524	Add	Not Used		
20 Fall 2025	8755	XREG	100	SLU	136796	Add	Not Used		

Step 3:

Choose course(s) via dropdown menus.

Term 4259 - Fall 2025

Class

Permission Type

Permission Used

Step 4:

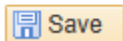
Enter comments, as needed, such as “Used- Jane Smith.” This is your way to track distribution before the system marks numbers used upon enrollment transaction.

Comments (50 characters max)	

Step 5:

Click Save to save comments.



49	Fall 2025	8755	>
50	Fall 2025	8755	>



Additional Information:

Permission numbers lists can be downloaded any time. To do so, click on the spreadsheet icon at the top right of the permission number list. The image and bar with image are seen below.



Find   First 1-50 of 50 Last									
General Info		Permission							
Term	Class Nbr	Subject	Catalog Nbr	Section	Permission Nbr	Type	Permission Used	Used by	Comments (50 characters max)
1 Fall 2025	8755	XREG	100	SLU	553104	Add	Not Used		

Please Note: If your department prefers to centrally control permission numbers, please email academicscheduling@clarkson.edu to let us know who to add, and which courses to add them to. We will take care of the rest!