

**TO:** Academic Department Heads and Department Representatives  
**FROM:** Denielle Swartz, Room & Course Scheduling  
**SUBJECT:** Class Permission Number Batch Process

Room and Course Scheduling will run a batch process each semester to create Class Permission Numbers for departments that request them. For those departments wishing to be included in this process, the process will create *10 permission numbers per class or permission numbers equaling 10% of the section's enrollment capacity, whichever number is higher*, for each section of each class offered in the semester. The permission numbers will override the following restrictions on a student's ability to register in a class: Permission Time Period (students may use the permission number to enroll in a class after the first week of classes), Closed Class (students may use the permission number to enroll in a class whose enrollment capacity has already been met), and Consent Required (students may use the permission number to enroll in a class that requires Department Consent to enroll).

Room and Course Scheduling will create Class Permission Numbers the day after the Open Scheduling period closes each semester; the offering department will be responsible for manually creating permission numbers for any sections that are added after that date.

Each department wishing to be included in the Class Permission Number batch creation process should complete this form and send it to RCS in Modern Languages 347, or as a PDF attachment to [rcschedule@list.arizona.edu](mailto:rcschedule@list.arizona.edu). Once the department has opted in, RCS will include the department in the batch process each semester unless and until a request to be excluded from the process is received. RCS will not include a department in the batch process unless a request has been received.

The request submission deadline to be included in the batch process is the Friday before the Open Scheduling period ends for each semester.

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The department of \_\_\_\_\_ requests,

beginning with the \_\_\_\_\_ term:

\_\_\_\_\_ To be **included** in the batch process creating Permission Numbers for each semester

\_\_\_\_\_ To be **excluded** from the batch process creating Permission Numbers for each semester

Department Representative \_\_\_\_\_ Phone # \_\_\_\_\_

Department Head's Signature \_\_\_\_\_ Date \_\_\_\_\_