

FAQs

Waitlists and Permission Numbers Regular Session Classes Only

1. How do students enrolled from the waitlist?

There is a daily process that moves students from the waitlists into the class, as spaces in the class become available. Students are notified when they are enrolled in the class from the waitlist.

The auto-enroll process from the waitlist stops a day before the first day of the term.

A full class will remain closed as long as there are students on the waitlist.

2. Why do we discontinue the auto-enroll process before the first day of the term?

The auto-enroll process stops in order to provide faculty with the most accurate roster on the first day of class, and to give them more control to manage who is added on the first day of class.

3. How do waitlisted students use a permission number?

A student on the waitlist needs to add the class and enter the permission number in the corresponding field. The class will remain closed as long as there are students on the waitlist, but the permission number will override the 'closed' class status in order to allow the enrollment.

4. Where can I see a list of my waitlisted students?

You can view all waitlisted students by selecting 'Waiting' from the Enrollment Status drop-down menu in your class roster:

2021 Fall | Regular Academic | Peralta Community College Dist | Undergraduate

Change Class

ENGL
Composition and Reading (Lecture)

Days and Times	Room	Instructor	Dates
			08/23/2021 - 12/17/2021

*Enrollment Status: Enrolled

Enrollment Capacity: All, Dropped, Enrolled, Waiting (highlighted)

Select display option: ☒ Link to Photos

To Do

Class Roster: [Printable](#)

Census Roster: 08/30/2021 - 09/06/2021 at 11:59 pm

Attendance Roster: 11/12/2021 - 11/19/2021 at 11:59 pm

5. When will permission number will be available to faculty?

Permission numbers will be available 2 to 3 weeks before the term begins.

6. How many permission numbers will be assigned?

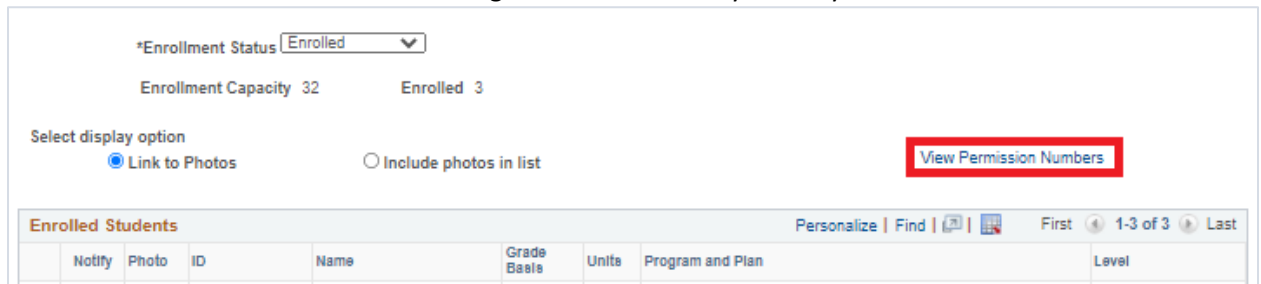
Each class is assigned 15 permission numbers

7. Can I request more permission numbers?

Yes, please email Silvia Cortez (scortez@peralta.edu) to request more permission number. The email should include Class Subject, Catalog Number, and Class Number.

8. Where do I see my permission numbers?

Permission numbers can be access through a link immediately above your class roster:



The screenshot shows a web interface for managing enrollment. At the top, there is a dropdown menu for '*Enrollment Status' set to 'Enrolled'. Below it, 'Enrollment Capacity' is 32 and 'Enrolled' is 3. There are two radio buttons for 'Select display option': 'Link to Photos' (selected) and 'Include photos in list'. A red box highlights a 'View Permission Numbers' link. Below this is a table titled 'Enrolled Students' with columns: Notify, Photo, ID, Name, Grade Basis, Units, Program and Plan, and Level. The table is currently empty. Navigation links like 'Personalize', 'Find', and 'First' are visible at the top right of the table area.

9. Do permission numbers override a course pre-requisite?

No. Permission number only override a closed class status

10. Do permission numbers override holds on a student account?

No. If student have any holds (Enrollment Services, Bursar's Hold, Academic Standing, etc.) they must first clear their holds.

11. Do permission numbers have an expiration date?

Yes, permission numbers expire on the last day to add with a permission numbers for Fall and Spring, and on the last day to add for Summer (check the term Academic Calendar or Important Dates calendar to find out the exact date).

12. How can a student add a class after the first week of the term (Fall and Spring only)?

Students adding regular session classes in Fall and Spring after the first week of the term need to have a permission number.

13. Will waitlist and permission numbers be available for short-term/dynamically dated classes (DYN)?

Dynamically dated (or short term) classes will have waitlists, but permission numbers will only be generated by request because the last day to add for these classes will vary based on the class length and meeting pattern. Please email Silvia Cortez (scortez@peralta.edu) to request permission numbers for DYN classes.