Faculty Center

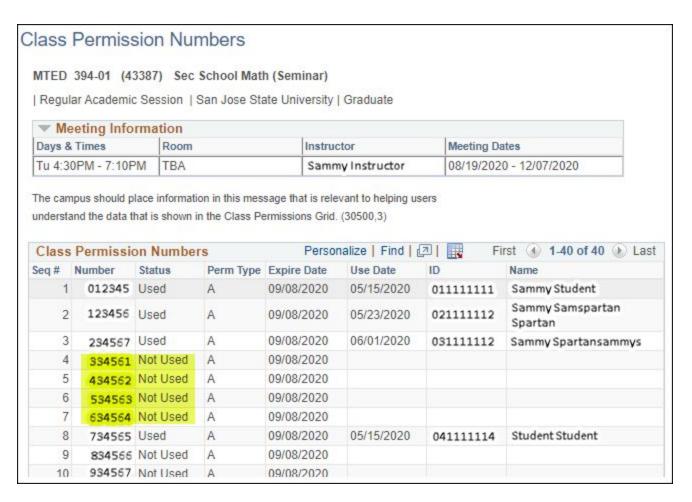
Viewing Permission Numbers and Waitlist Positions

Faculty can access class permission numbers and waitlist information from the Faculty Center.

- To view the waitlist, click on the Class Roster icon
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- To view the permission numbers, either click on the Class Permission icon or click the link within the Class Roster.

Permission Numbers

- Permission numbers with *Status = Used* indicates a student was able to successfully add the class.
- Highlighted ones showing Status = Not Used may have been issued.
 - Please do not reissue a permission number that was already provided to a student. Students must be given reasonable time to add the class.
 - It may take 2-3 days for staff to respond to a student having difficulty enrolling themself and the permission number may have then been re-issued to another student.



Waitlist

- To view students that are on your waitlist, change the Enrollment Status to All.
- Status column will show Dropped, Enrolled, Waiting. If Waiting, it will show the position # to the right
 of the status.

