Admissions and Records

Permission Number Frequently Asked Questions

What is a permission number?

A permission number is a number that is distributed by the instructor of the course to allow students to enroll once the course has started. Usually, the permission number for a course is distributed by the course instructor on the first day of class. Sometimes students might be able to email instructors directly, or get a permission number from the departmental administrative assistant.

Most students get permission numbers on the first day of the class by going to the class and asking the instructor.

What is instructor consent and what does this have to do with permission numbers?

Some classes require admission by instructor consent only. Courses in specialized programs might require instructor consent. The instructor will provide qualified students with permission numbers that the student will use to enroll into the course.

These types of courses show “Instructor Consent Required” in the student self-service course description. If an enrollment transaction is attempted without a permission number the student will see an “Instructor Consent Required” error message.

When is a permission number needed?

Once a course has started, a permission number is required to enroll into the course.

Once the student has a permission number, are they enroll into the class?

NO. The student must log into their student self-service and complete the course enrollment with the permission number.

Here are the instructions on how to enter a permission number.
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If a student is already enrolled into the course, do they need a permission number?

NO. But, please do not confuse being enrolled with being on the waitlist. Students who are on the waitlist are waiting for the opportunity to enroll into the class. To verify your enrollment check the ‘My Schedule’ section of your student self-service.

If a student is on the waitlist do they need a permission number?

If the class has started, then yes. Faculty members are to distribute permission numbers to students in the order in which they appear on the waitlist. For example, if on the first class of instruction, a class has three seats available, the instructor of the course can distribute three permission numbers. The first three students on the waitlist, who are present, will be given the permission numbers.

It is the student’s responsibility to contact the instructor or attend the first class session to get the permission number.

How do students get a permission number?

Ask the course instructor for a permission number on the first day of class. A student attempting to enroll into a distance learning class should contact the instructor via email. The instructors email address is the first initial of their first name followed by their last name, followed by '@lbcc.edu.' For example, the email address for Jack Black would be jblack@lbcc.edu.

If the student cannot determine the instructor’s name, they are encouraged to contact the departmental administrative assistant via the online phone directory.

If a student has a permission number for a specific class, can it be used for another section of the same class?

NO. Permission numbers are class and student specific. For example, a permission number for Eng 1 1000 is not valid for Eng 1 2000. Also, they have cannot be given to another student.
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When should the student enter the permission number?

Permission numbers expire. The student should use the permission number *the same day that they receive it*. The online student self-service system is available from 7 am to 11 pm PST, except for scheduled maintenance. If there are any errors they must be addressed immediately to adhere to all enrollment deadline requirements.

May a permission number be used more than once?

No.

The instructor gave the student a permission number, but they never used it. What should they do?

There are deadlines to be met for enrollment and it is the student’s responsibility to use the permission number immediately in order to properly enroll into the class. There are college policies and state regulatory requirements that must be adhered to. If deadlines are passed it is often too late to take any corrective action.

*Students must use permission numbers immediately.*

Can a permission numbers from last term be re-used?

No.

There is an error when the permission number was used what should the student do?

First of all make sure that the correct permission number and course are being entered properly. Sometimes people write down or type numbers incorrectly. If you are confident that you have a correct number, please visit the Admission office in person at PCC or LAC with photo identification and we can research the number to verify the problem.
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When should the student ask the instructor for a permission number?

It is best to ask the instructor for the permission number on the first day of class.

What if the instructor runs out of permission numbers?

Most instructors have ample permission numbers for their courses, but if and when they need more, they can make a request to the Admissions Office to have more generated. Students may NOT request a permission number directly from Admissions.

I have a distance learning course. How do I get a permission number?

Email your instructor directly. If you cannot determine the email address for the instructor contact the department administrative assistant via the online phone directory.

Are instructors required to provide permission numbers?

Every class is different. Permission numbers are only used to award seats if there are seats available after the class has started. If the class is full, typically no permission numbers will be distributed.

Do all courses have permission numbers?

No.

When is the earliest that a student can use a permission number?

Permission numbers can be entered in the online student self-service after 7 am PST on Monday of the week in which the class starts.