Student Permission Code System

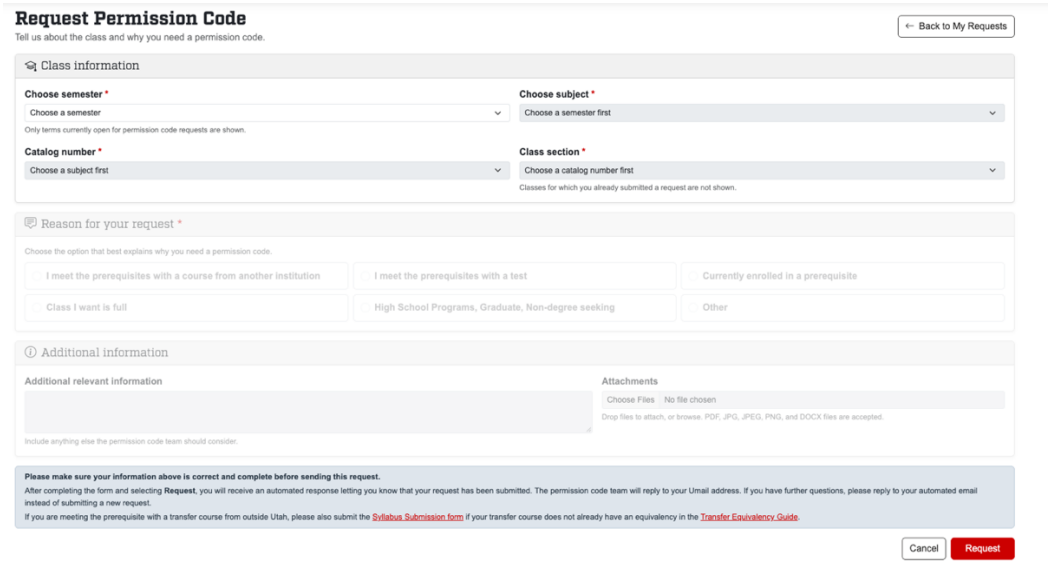
Updated 10.27.26 – instructions will be updated as system updates occur.
For most up to date instructions, check box folder

1. Student will access the system through the link provided from advising or department/college website
2. Student logs in with their university ID and password. They can see any previous requests they have made.

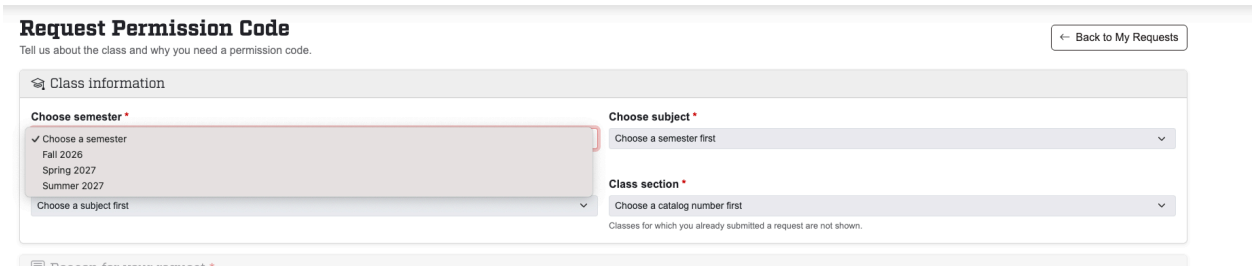


New Permission Code Request

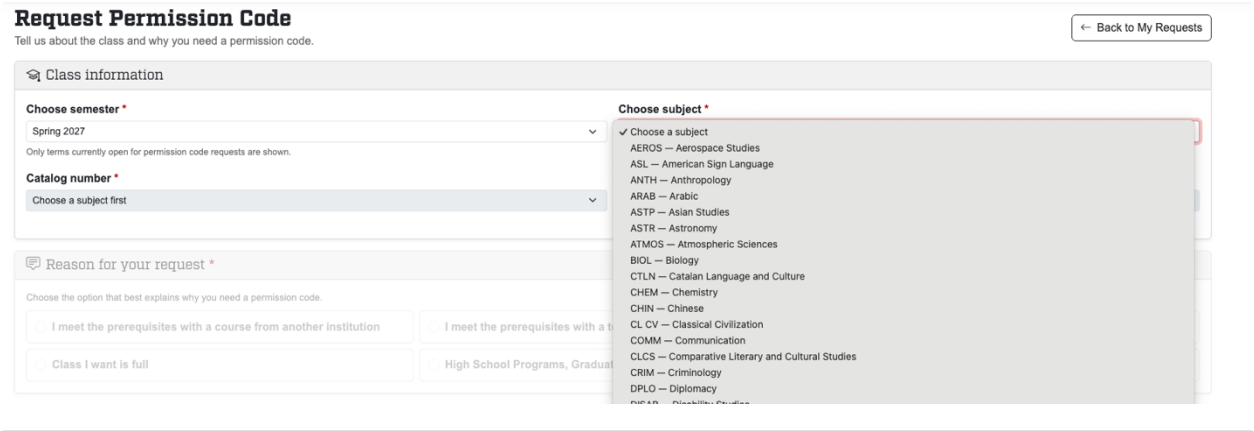
1. Student selects 'request new permission code' on the upper right hand side of the screen.

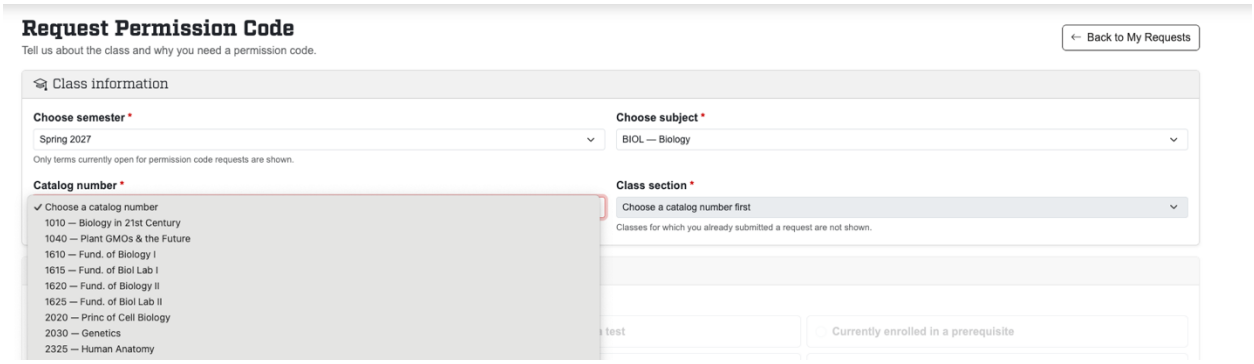


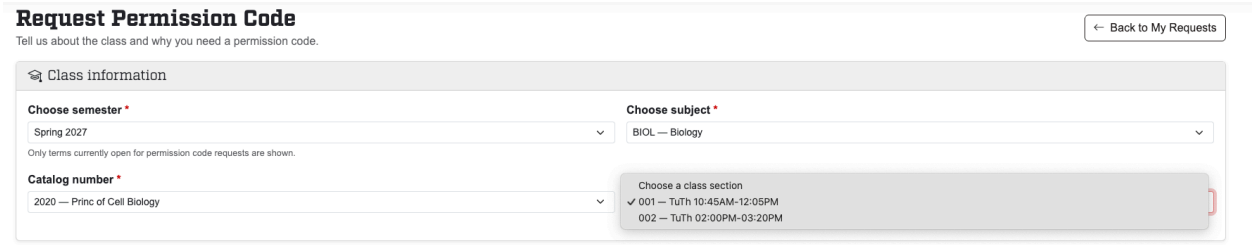
2. Student chooses the semester they wish to request a code for from the drop down menu.



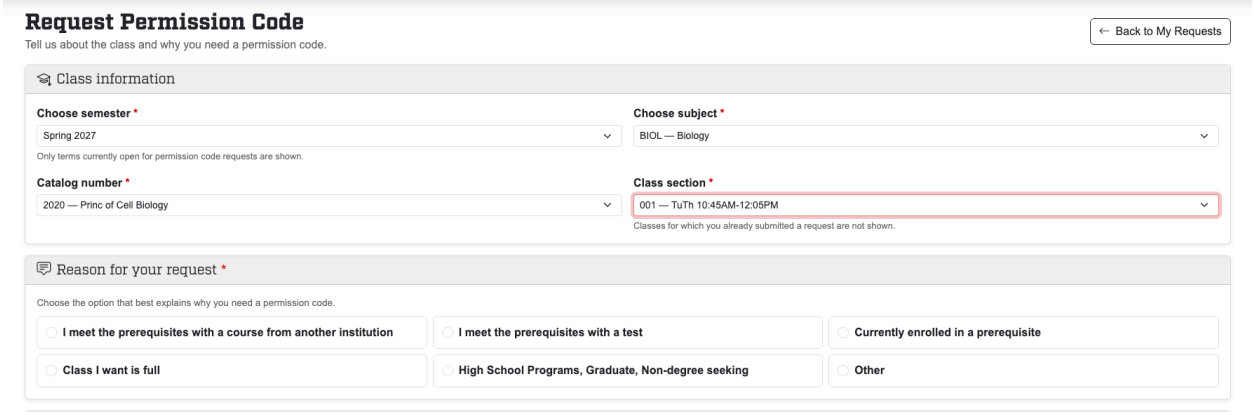
3. Student continues to make selections from the drop down menu options for subject, course, and section. (subjects will only appear for departments that have been fully onboarded)



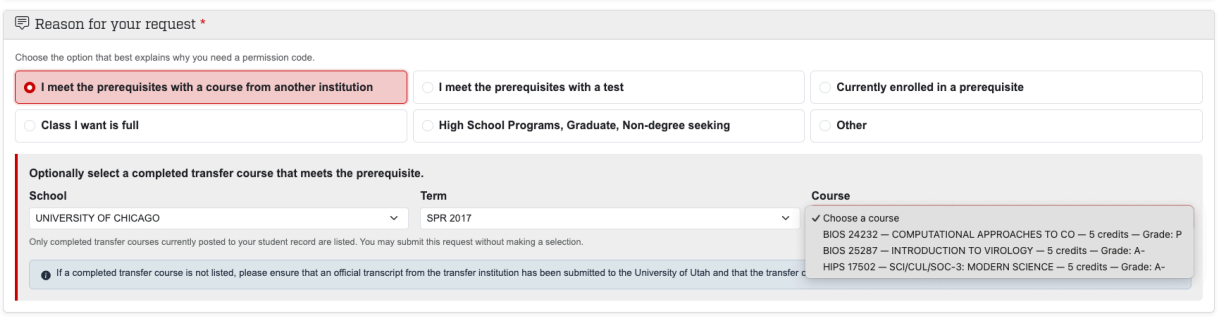




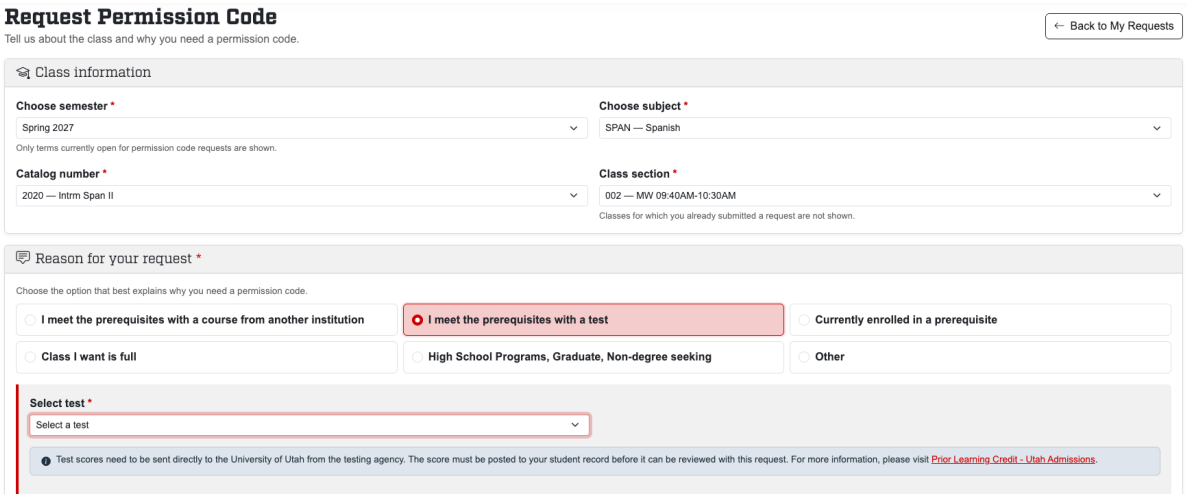
4. After those fields are completed, then the student chooses a reason why they need a permission code



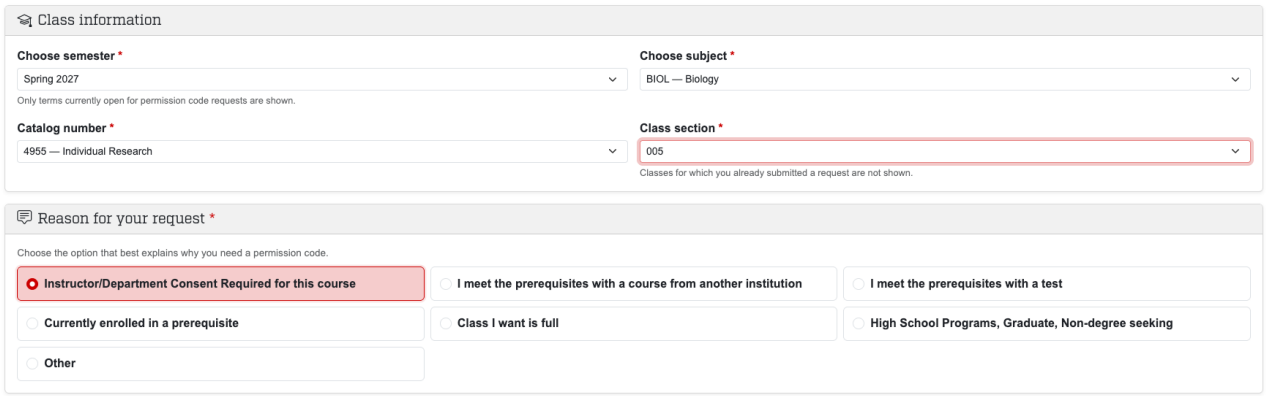
a. I meet the pre-requisites from another institution – student is then prompted to select items from their drop down for information that is in our system already. (student can add a second pre-req)



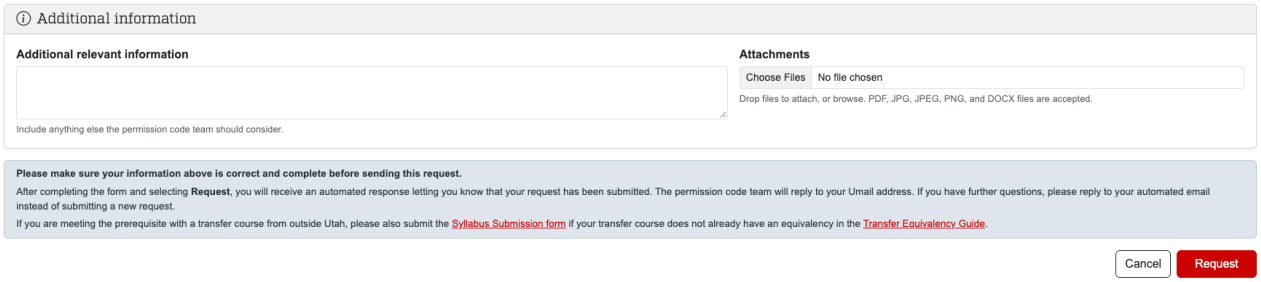
b. I meet the pre-requisite with a test – student selects test from a drop down and exams that are recorded at the university will show up for the student to choose from. (students can add a second pre-req)



c. Class I want is full
d. Currently enrolled in a pre requisite
e. High school programs, graduate, non degree seeking
f. Instructor Consent is required for this course – only shows for the student when that is the case for the course they selected

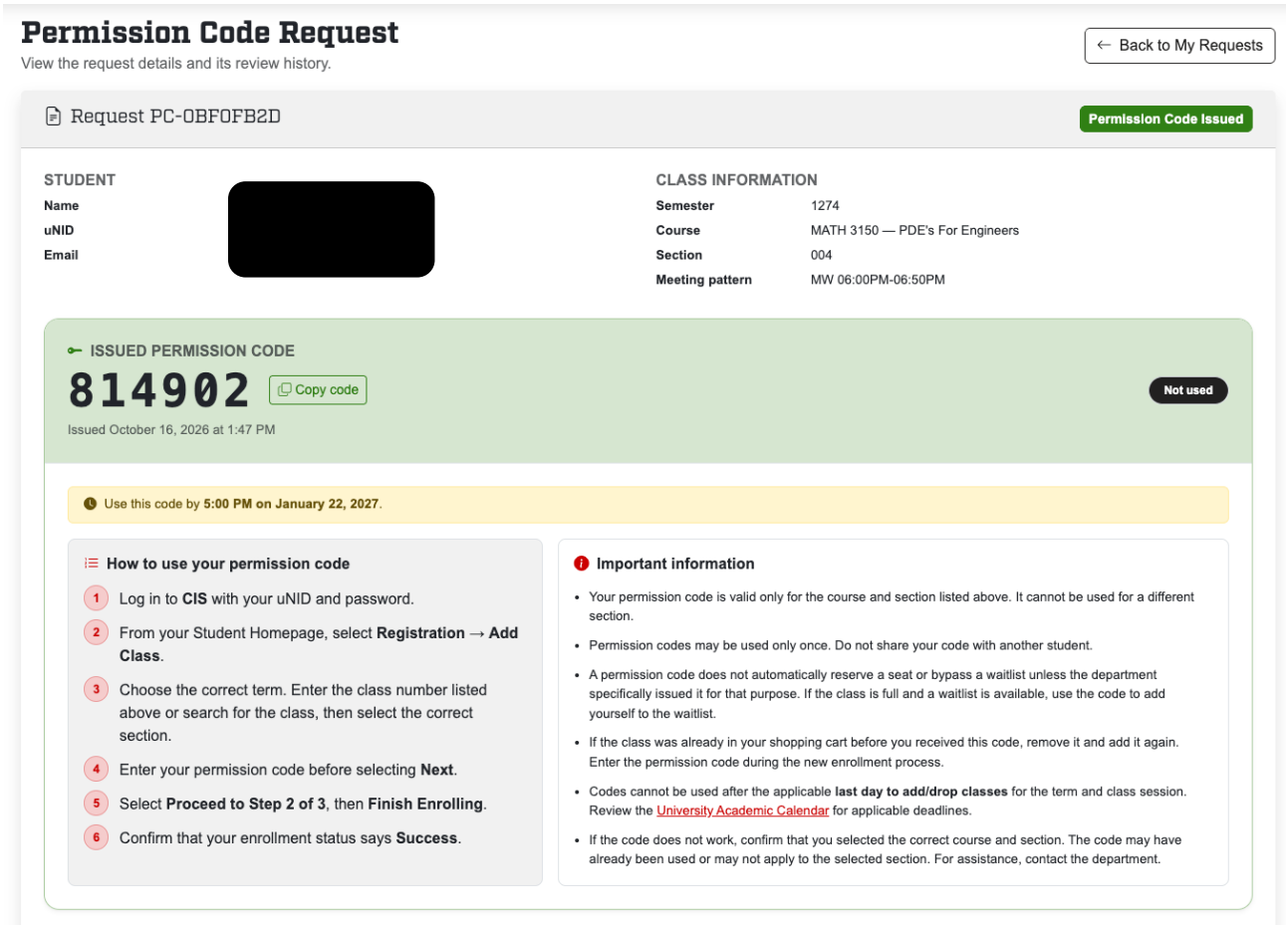


5. Student can add information or an attachment if they wish and then they select ‘request’

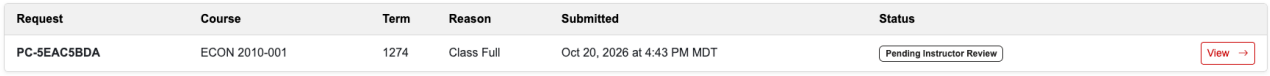


Previous Request

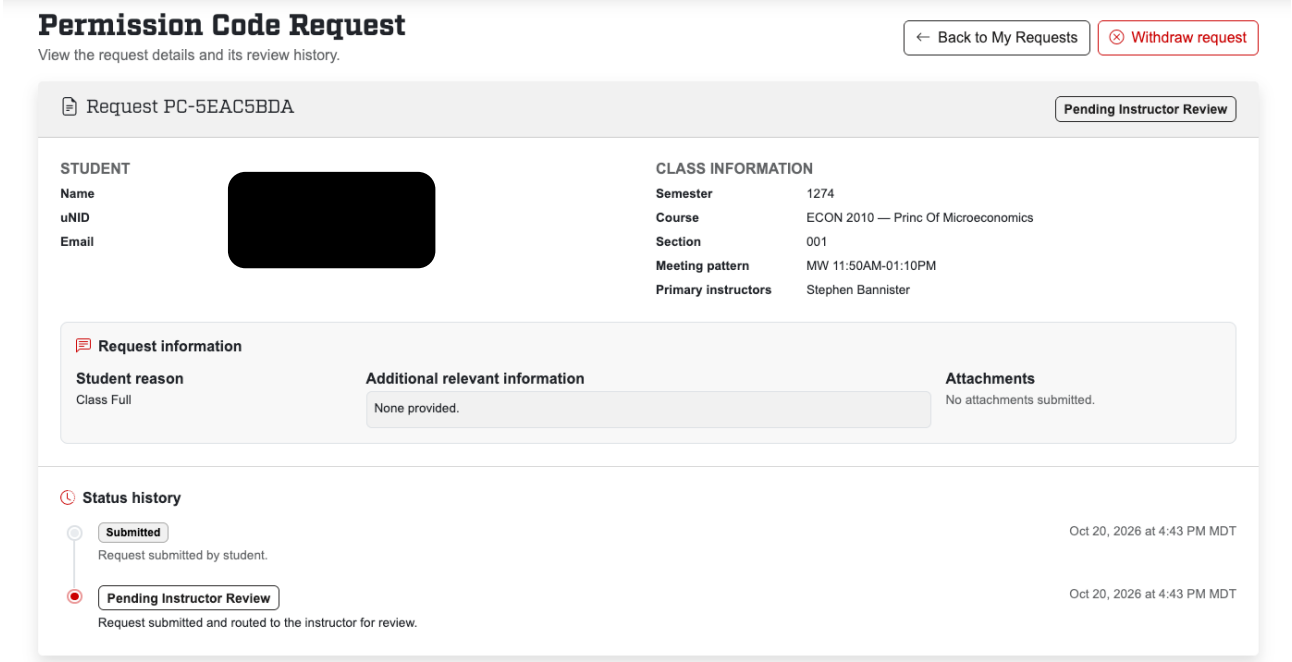
1. A student can select a previously requested permission code from their list



2. They can also see the status of any pending requests from their request list



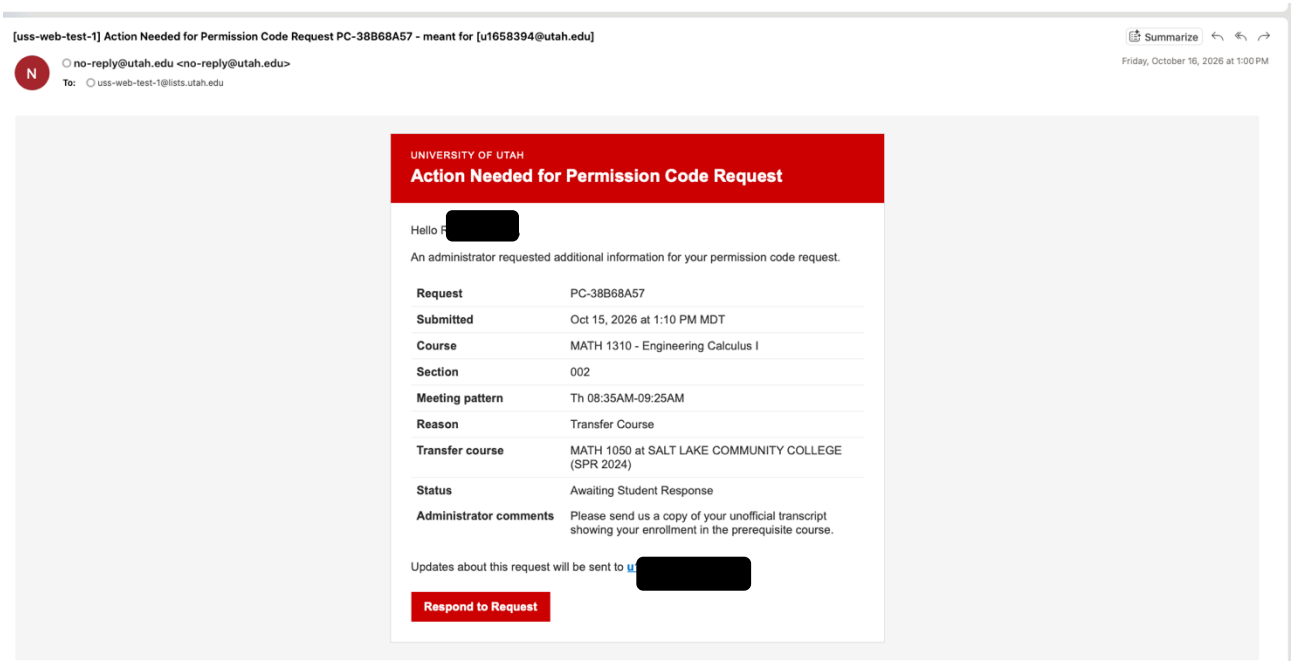
3. And when they go inside the request, they can see the history as well



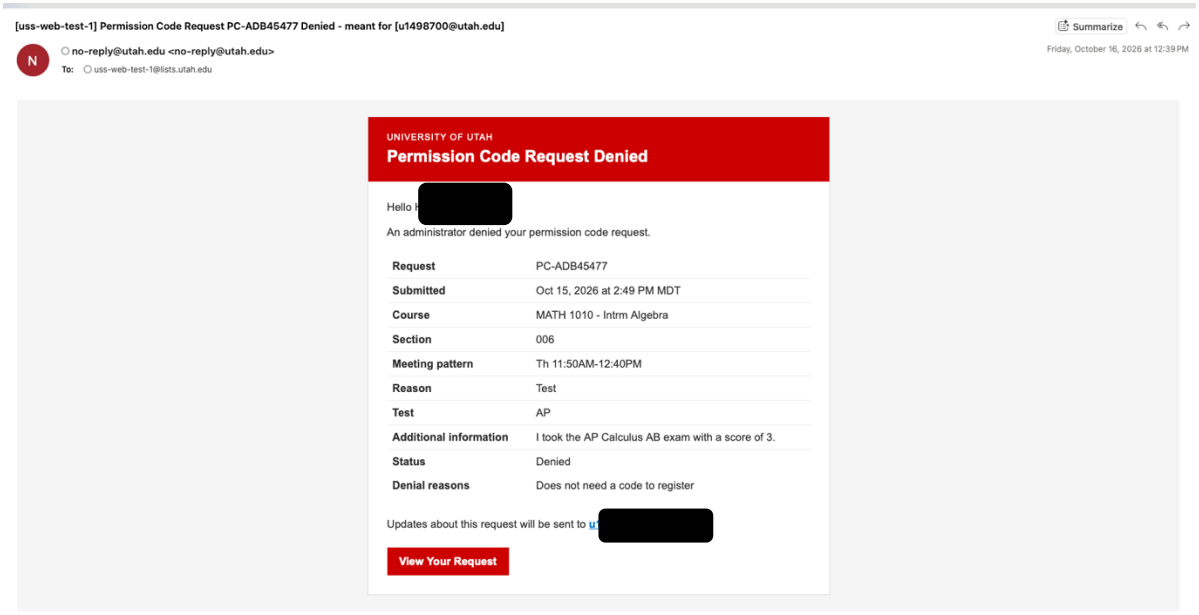
4. They can also choose to withdraw the request in the upper right hand corner.

Email student receives

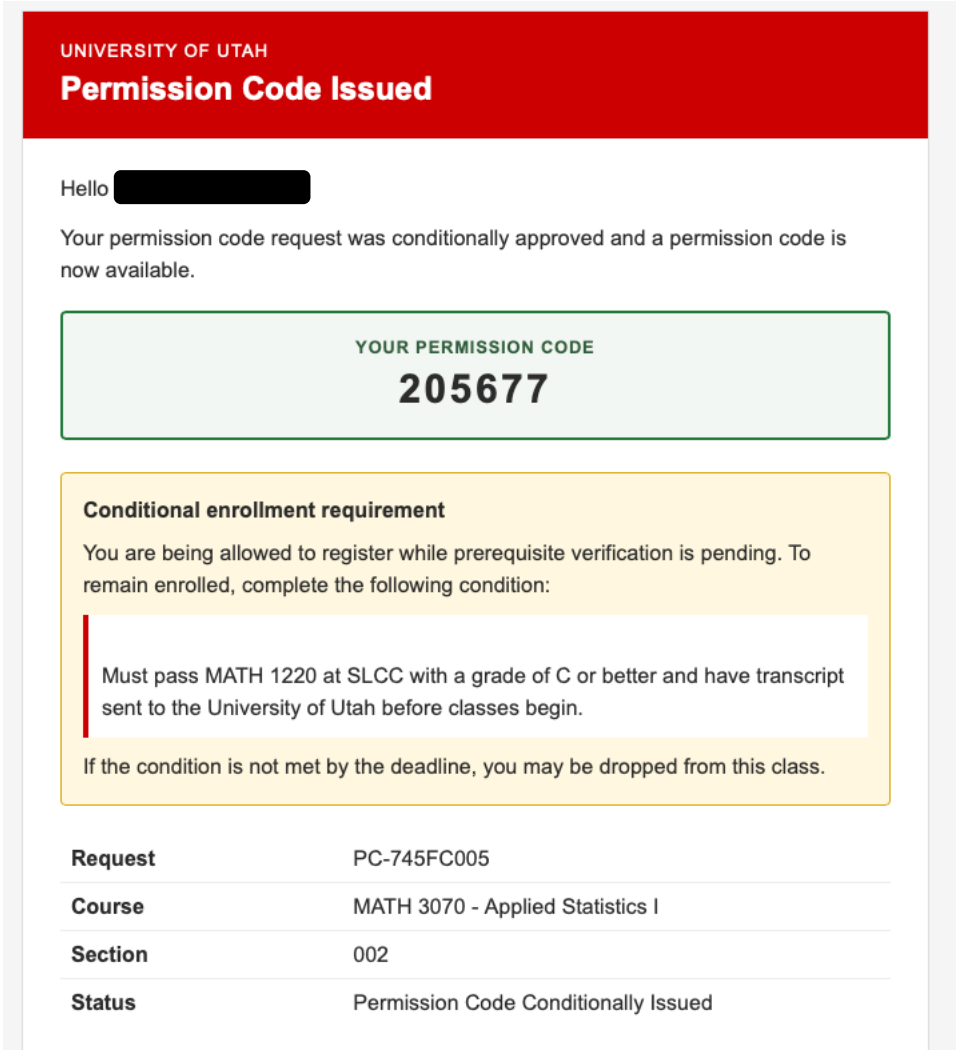
1. When an action has been completed, the student receives an email
    a. Admin requests additional information



b. Denied



c. Conditional Enrollment



d. Approval, permission code

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Permission Code Issued

Hello Elizabeth [redacted]

Your permission code request was approved and a permission code is now available.

YOUR PERMISSION CODE

814902

Request	PC-0BF0FB2D
Course	MATH 3150 - PDE's For Engineers
Section	004
Status	Permission Code Issued

How to use your permission code

1. Log in to **CIS** with your uNID and password.
2. From your Student Homepage, select **Registration**, then **Add Class**.
3. Choose the correct term. Enter the class number listed above or search for the class, then select the correct section.
4. Enter your permission code before selecting **Next**.
5. Select **Proceed to Step 2 of 3**, then **Finish Enrolling**.
6. Confirm that your enrollment status says **Success**.

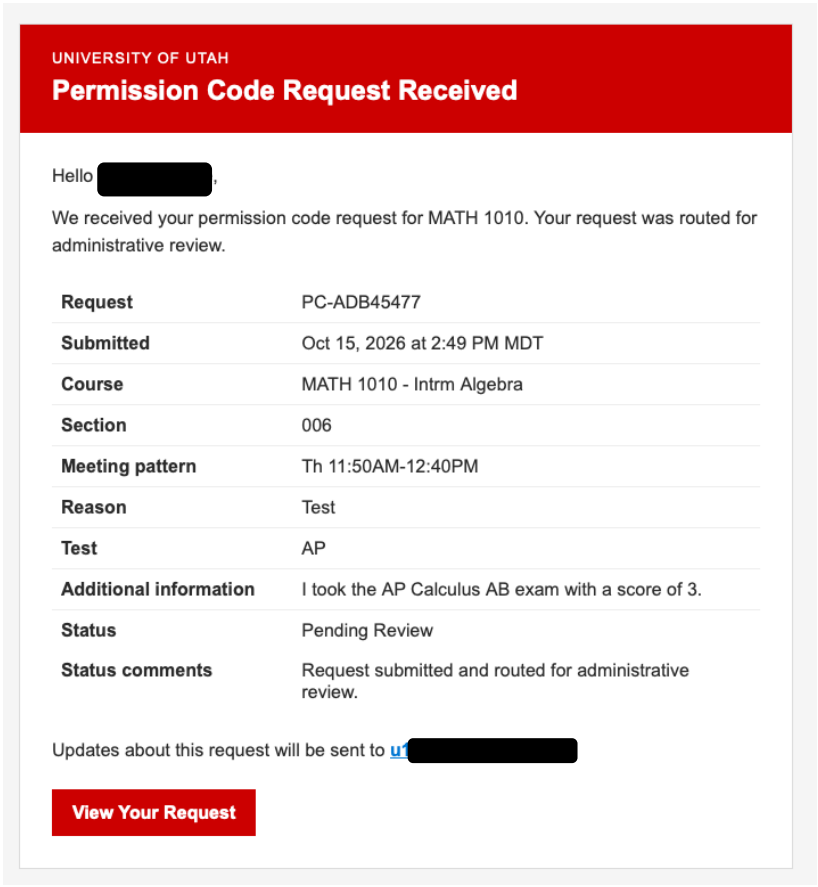
Important information

- Your permission code is valid only for the course and section listed above. It cannot be used for a different section.
- Permission codes may be used only once. Do not share your code with another student.
- A permission code does not automatically reserve a seat or bypass a waitlist unless the department specifically issued it for that purpose. If the class is full and a waitlist is available, use the code to add yourself to the waitlist.
- If the class was already in your shopping cart before you received this code, remove it and add it again. Enter the permission code during the new enrollment process.
- Please use this code by **5:00 PM on January 22, 2027**. Codes cannot be used after the applicable **last day to add/drop classes** for the term and class session. Review the University Academic Calendar for applicable deadlines.
- If the code does not work, confirm that you selected the correct course and section. The code may have already been used or may not apply to the selected section. For assistance, contact the department.

Thank you,

View Your Request

e. Received request



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Permission Code Request Received

Hello [redacted],

We received your permission code request for MATH 1010. Your request was routed for administrative review.

Request	PC-ADB45477
Submitted	Oct 15, 2026 at 2:49 PM MDT
Course	MATH 1010 - Intrm Algebra
Section	006
Meeting pattern	Th 11:50AM-12:40PM
Reason	Test
Test	AP
Additional information	I took the AP Calculus AB exam with a score of 3.
Status	Pending Review
Status comments	Request submitted and routed for administrative review.

Updates about this request will be sent to u[redacted]

View Your Request