



# ctcLink Tutorial

Every term, permission numbers are created in batch by the Registrar's Office. Permission numbers are used for instructor consent classes and overriding prerequisites not met.

From NavBar > Navigator > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Search to find your class

## Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all v

[Find an Existing Value](#)

▼ **Search Criteria**

Academic Institution	=	▼	WA100	🔍
Term	=	▼	2217	🔍
Subject Area	=	▼	CMST&	🔍
Catalog Nbr	begins with	▼	220	
Academic Career	=	▼	Undergraduate	▼
Campus	begins with	▼	MAIN	🔍
Description	begins with	▼		
Course ID	begins with	▼		🔍
Course Offering Nbr	=	▼		🔍
Academic Organization	begins with	▼		

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Once selected you'll next need to find your section, use the arrows or find (and enter section).

You are only able to provide a student permission to an individual class section. They must know which section they want to enroll in before they can get a permission code.

[Permission to Add](#) [Permission to Drop](#)

Course ID	134731	Course Offering Nbr	1
Academic Institution	Green River College	Term	FALL 2021
Subject Area	CMST&	Undergrad	COMMUNICATION STUDIES &
Catalog Nbr	220	Public Speaking	

**Class Section Data** [Find](#) | [View All](#) First 1 of 11 Last

Session	1	Regular Academic Session	Class Nbr	20088	Class Status	Active
Class Section	DEA		Class Type	Enrollment Section		

Course ID 127504      Course Offering Nbr 1  
 Academic Institution Green River College  
 Term FALL 2021      Undergrad  
 Subject Area ATECH      AUTOMOTIVE TECHNOLOGY  
 Catalog Nbr 110      Shop Procedures

**Class Section Data** Find | View All    First 1 of 5 Last

Session 1      Regular Academic Session      Class Nbr 23352      Class Status Active  
 Class Section A      Class Type Enrollment Section  
 Component Lecture      Instructor Sorensen,Danyl A

Student Specific Permissions

**Defaults**

Expiration Date 12/09/2021

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions    Set All Permissions to Issued

**Class Permission Data** Personalize | Find | First 1-5 of 5 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	681720			<input type="checkbox"/>			Not Used		12/09/2021
2	407395			<input type="checkbox"/>			Not Used		12/09/2021
3	58380			<input type="checkbox"/>			Not Used		12/09/2021
4	746913			<input type="checkbox"/>			Not Used		12/09/2021
5	807727			<input type="checkbox"/>			Not Used		12/09/2021

- Click issued box to assign to a student
- Click on comments. Enter student’s name and reason why permission was granted
- Click Save at the bottom left on the page
- Give permission number to student

After saving, your **User ID** appears in the **Issued By** field and today's date appears in the **Issued Date** field.

When student uses code, their information will populate **ID**, **Name** and **permission use date** as well as changing **Status** to Used.

**Lecture/Lab class**

When there is a lecture & lab, the class permission is only needed for lecture.

