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 in the waitlist.

2. Why do we discontinue the auto-enroll process after the first week of class?
   We stop the auto-enroll process 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 must first drop themselves from the waitlist and then, use the permission number to enroll in the class. Remember, the class will remain closed and 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:

5. When will permission number will be available to faculty?
   Permission numbers will be available 3 weeks before the term begins.

6. How many permission numbers will be assigned?
   Each class is assigned 15 permission number

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:

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 dynamically dated classes (DYN)?
    Dynamically dated (or short term) classes will have waitlists, but permission numbers will only be generated by request. Please email Silvia Cortez (scortez@peralta.edu) to request permission numbers for DYN classes.