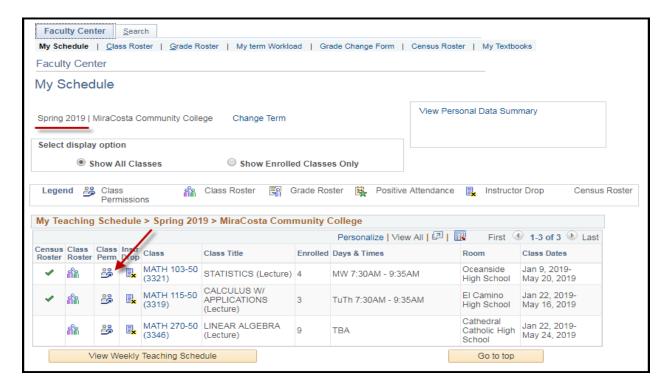
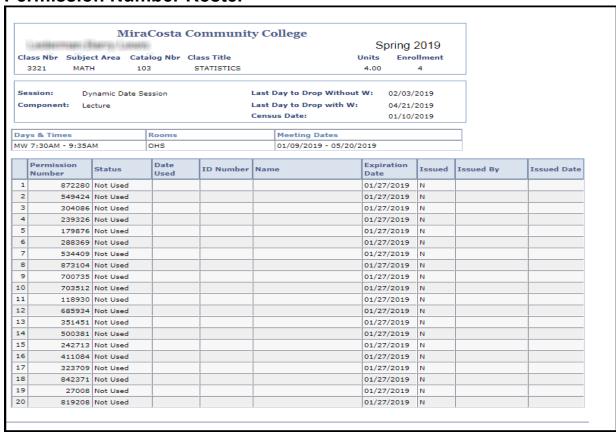
Permission Number Roster Navigation

After logging into SURF, click the **Faculty Center tile**. Your class assignments for the current term are displayed on this page. If you would like to select a different term, click on the change term button. Click **the Class Permission icon** to view your class permission numbers.



Permission Number Roster



- Permission numbers are given by instructors to students to enable the students to enroll in closed classes using SURF. Permission numbers are also used for students to add a class after its first meeting. The number replaces an instructor's signature on an add card. The difference is that the student will be able to enroll online.
- Permission numbers are necessary when a class is full (closed), or if you permit a student to add after the first class meeting, or if your class requires special permission as in the case of courses which are by audition only.
- Most classes will have 20 permission numbers assigned to a class. Notice the
 expiration date. If you do not see permission numbers, need more numbers, or the
 expiration date is incorrect, please contact Cristina Villalobos in Admissions &
 Records for assistance.
- The permission number that you assign to a student may only be used by one student. Please direct the student not to transfer the number to any other student. We suggest that you keep track of who you gave the number to in order to monitor your enrollments. If you find unauthorized use of permission numbers please contact Jane Sparks in the Admissions & Records Office for follow-up.
- Permission numbers may be distributed by you to the student in-person, via email
 or by phone. Students enter the permission number into SURF when they add the
 class. The number will override the class full restriction and the instructor consent
 requirement. For those students enrolling in person, permission numbers may also
 be used on an add card in lieu of an instructor's signature.
- Permission numbers are only good through the add deadline for your class (the expiration date for each permission number is noted on your roster). Once the add deadline has passed, the permission number will expire. Students with extenuating circumstances for missing the add deadline will need to use the late add petition to obtain instructor and dean approval to enroll. Please notify the student that it is his/her responsibility to complete the enrollment by the add deadline.
- All course fees including enrollment fee, materials fee, health fee, and student center fee are due and payable on the same day that the student completes the enrollment transaction. If a student is dropped for non-payment, they may lose their chance to enroll and will either need a new permission number or a late add petition depending upon the circumstances. Permission numbers do not override the need to make prompt payment.
- Permission numbers do not override prerequisites or corequisites. Requisites that
 have been completed through another college require processing PRIOR to
 enrollment. Refer the students to the schedule of classes for appropriate
 documentation for clearing prerequisites. Allow at least 2-3 days to clear
 prerequisites. Advise students not to wait until the add deadline to clear prerequisites
 or they may lose their chance to enroll in the class.
- Permission numbers will not override class time conflicts, dismissal, repeats, holds, debts or other enrollment restrictions. Students must clear all restrictions prior to enrollment.

Your contact person for permission numbers is Cristina Villalobos at Cvillalobos@miracosta.edu or Heidi Willis in the Office of Instruction.