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Permission Numbers

Effective Spring 2025, the deadline to submit a Permission Number request will be the Add/Drop Deadline for the term, by **12:00pm PST**.



Shortcut to this page: www.chapman.edu/permission-numbers

Permission numbers are used when a student needs to register for a class that:

- requires instructor or department consent.
- is restricted to specific majors or minors.
- has prerequisites that the student hasn't met.
- is closed or waitlisted.*

***EFFECTIVE SPRING 2024**, students cannot request permission numbers for classes *only* because they are listed as closed or waitlisted before the start of term. The option to request a permission number for closed or waitlisted classes will only be available on the permission number request form starting on the first day of term, up until the add/drop deadline.

TO REQUEST A PERMISSION NUMBER, students must complete and submit the *online request form below*. Before submitting the request, students should add their names to the course's waitlist through the StudentCenter's Shopping Cart. **Per the Undergraduate Academic Council, students may only submit one Permission Number request per course in a term.** *Submitting a request does not guarantee approval.*

CLICK ON THE PERMISSION NUMBER ONLINE REQUEST link below and **log in** with your Chapman credentials. A form will automatically generate with your basic student information. Enter the class information (semester, subject, class number, and section), and click on the box with the reason approval is needed. With the required fields filled-in, click on the “*Create*” button to submit the request.

Login page: [Permission Number Online Request](#)

WHAT DO I DO WHEN I RECEIVE THE PERMISSION NUMBER?

- Learn how to use your permission number using the [Permission Number Guide](#).
- The Permission Number system does NOT automatically enroll students in the class. It is the student's responsibility to register with the Permission Number once it is provided. Students register for classes online through the StudentCenter.
- If you have already added the course to your shopping cart and received the Permission Number for it afterwards, drop your name from the waitlist to remove the course from the shopping cart. Then, re-add the class to the shopping cart with the Permission Number and proceed to register. ^

WHO REVIEWS AND GRANTS PERMISSION NUMBERS?

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- Prior to the start of the term, the request will be sent to the Department Chair/Program Director for approval.
- During the first two weeks of the Fall and Spring terms, the request will go to the Instructor first and then the Department Chair/Program Director for approval.

WHAT HAPPENS WHEN A PERMISSION NUMBER IS REVIEWED?

- If the request is denied, an email will automatically be sent to the student's Chapman University email along with a reason for the denial.
- If the request is approved, the department will generate a Permission Number and an email will be sent to the student's Chapman University email.

WHEN WILL I HEAR ABOUT THE STATUS OF MY PERMISSION NUMBER REQUEST?

- Some departments may not review requests until after the end of a registration period or until the start of the term.
- Permission Numbers are manually generated during regular business hours, Monday - Friday, 8:00AM - 5:00PM, PST. During registration periods, Permission Number requests may not be processed until that registration period is completed.

For more information about enrollment registration and using Permission Numbers in the StudentCenter, go to the University Registrar's website at www.chapman.edu/registration

When you're ready to access your StudentCenter, you may log in to: StudentCenter.Chapman.edu

Permission Number Downloadable Guides

[Permission Number Online Request Guide](#) - PDF

[Permission Number Guide](#) - PDF

Course Registration

