

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.

Faculty Center

[My Schedule](#) | [Class Roster](#) | [Grade Roster](#) | [My term Workload](#) | [Grade Change Form](#) | [Census Roster](#) | [My Textbooks](#)

Faculty Center

My Schedule

Spring 2019 | MiraCosta Community College Change Term

View Personal Data Summary

Select display option

 Show All Classes Show Enrolled Classes Only

Legend Class Permissions Class Roster Grade Roster Positive Attendance Instructor Drop Census Roster

My Teaching Schedule > Spring 2019 > MiraCosta Community College

Personalize | View All | | First 1-3 of 3 Last

Census Roster	Class Roster	Class Perm	Instr Drop	Class	Class Title	Enrolled	Days & Times	Room	Class Dates
✓				MATH 103-50 (3321)	STATISTICS (Lecture)	4	MW 7:30AM - 9:35AM	Oceanside High School	Jan 9, 2019-May 20, 2019
✓				MATH 115-50 (3319)	CALCULUS W/ APPLICATIONS (Lecture)	3	TuTh 7:30AM - 9:35AM	El Camino High School	Jan 22, 2019-May 16, 2019
				MATH 270-50 (3346)	LINEAR ALGEBRA (Lecture)	9	TBA	Cathedral Catholic High School	Jan 22, 2019-May 24, 2019

View Weekly Teaching Schedule
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Permission Number Roster

MiraCosta Community College

Leadership | Equity | Quality

Spring 2019

Class Nbr	Subject Area	Catalog Nbr	Class Title	Units	Enrollment
3321	MATH	103	STATISTICS	4.00	4

Session: Dynamic Date Session **Last Day to Drop Without W:** 02/03/2019

Component: Lecture **Last Day to Drop with W:** 04/21/2019

Census Date: 01/10/2019

Days & Times	Rooms	Meeting Dates
MW 7:30AM - 9:35AM	OHS	01/09/2019 - 05/20/2019

	Permission Number	Status	Date Used	ID Number	Name	Expiration Date	Issued	Issued By	Issued Date
1	872280	Not Used				01/27/2019	N		
2	549424	Not Used				01/27/2019	N		
3	304086	Not Used				01/27/2019	N		
4	239326	Not Used				01/27/2019	N		
5	179876	Not Used				01/27/2019	N		
6	288369	Not Used				01/27/2019	N		
7	534409	Not Used				01/27/2019	N		
8	873104	Not Used				01/27/2019	N		
9	700735	Not Used				01/27/2019	N		
10	703512	Not Used				01/27/2019	N		
11	118930	Not Used				01/27/2019	N		
12	685934	Not Used				01/27/2019	N		
13	351451	Not Used				01/27/2019	N		
14	500381	Not Used				01/27/2019	N		
15	242713	Not Used				01/27/2019	N		
16	411084	Not Used				01/27/2019	N		
17	323709	Not Used				01/27/2019	N		
18	842371	Not Used				01/27/2019	N		
19	27008	Not Used				01/27/2019	N		
20	819208	Not Used				01/27/2019	N		

- 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 need more permission numbers or the expiration date is incorrect, please contact Eva Viveros 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 Eva Viveros at 760-795- 6624.

Other staff who can assist you with permission numbers are Heidi Willis, 760-795- 6827; Jane Sparks, 760-795-6623.