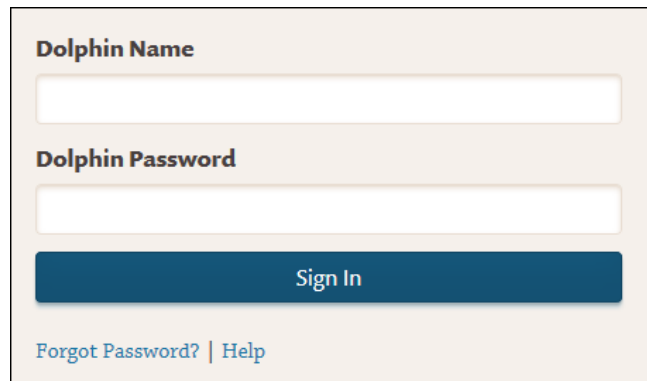


How to Look Up Permission Numbers

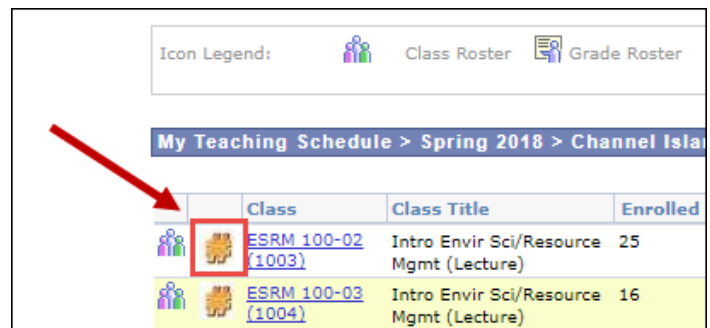
Permission numbers are used for students who are attempting to add a course in CI Records during the first three weeks of the semester, or when instructor consent is required. Permission numbers expire after the third week of the semester.

1. Open your browser and go to <https://myci.csuci.edu> or connect through www.csuci.edu and click on the myCI icon.
2. On the sign-in page, enter your User ID and password to log in. Both are case sensitive.
3. Once you are logged into myCI, click on **CI Records** in the *My Links* section, and then navigate to the Faculty Center.





Sign-in form with fields for Dolphin Name and Dolphin Password, a Sign In button, and links for Forgot Password? and Help.

4. To view your class roster Permission numbers, click on the Permission Number Icon next to the specific class roster.



My Teaching Schedule > Spring 2018 > Channel Islands

Class	Class Title	Enrolled
 ESRM 100-02 (1003)	Intro Envir Sci/Resource Mgmt (Lecture)	25
 ESRM 100-03 (1004)	Intro Envir Sci/Resource Mgmt (Lecture)	16

6. Select an unused Number and provide it to the student. The student should be able to register for the class in CI Records using this permission number Weeks 1-3 of the term.

Class Permission Numbers

GEOG 105-02 (1029) Environmental Issues In Geog (Lecture)
| Regular Academic Session | Channel Islands | Undergraduate

Meeting Information			
Days & Times	Room	Instructor	Meeting Dates
MoWe 12:00PM - 1:15PM	Bell Tower 2424		01/20/2018 - 05/25/2018

Class permission numbers are used to grant individual students permission to enroll in a course via self service. To get numbers generated for this class, please see your program support personnel.

Seq #	Number	Status	Perm Type	Expire Date	Use Date	ID	Name
1	266584	Not Used	A	02/10/2018			
2	646800	Not Used	A	02/10/2018			
3	102775	Not Used	A	02/10/2018			
4	334296	Not Used	A	02/10/2018			
5	618750	Not Used	A	02/10/2018			
6	367653	Not Used	A	02/10/2018			
7	198450	Not Used	A	02/10/2018			
8	303156	Not Used	A	02/10/2018			
9	215803	Not Used	A	02/10/2018			
10	841500	Not Used	A	02/10/2018			

*WARNING: Only one Permission Number per student. It is the instructor's responsibility to track which numbers have been given out. The student's name will appear next to the permission number once the student has registered.

If you need additional Class Permission Numbers,
please contact your Program Analyst.
If students have questions, they can e-mail us at registrar@csuci.edu