

Permission Number Application System

[SCI Courses website](#)

A permission code is a number that overrides the enrollment system, allowing you to add a course to your schedule. It tells the system you are allowed to enroll in that course, even when the system doesn't have all the information it needs to allow you to enroll otherwise.

The process and what to expect:

1. You read the instructions on the permission number site to determine what permissions and information you need to submit a request.
2. You request approval from the authorized instructor, department, or advisor, if applicable.
3. You submit your online permission number request by logging in to the site with your Pitt credentials.
4. SCI Academic Records reviews your request and if approved, generates a permission number and sends it to your Pitt email address.
5. You use the generated permission number to enroll in the course through the PeopleSoft/Highpoint enrollment system.

Some important things to know before you begin:

- These instructions are only for enrollment in [SCI classes](#). If you need permission to enroll in a class offered by another school, please contact that school for instructions on their permission number process.
- Getting a permission number does not mean you are enrolled in the course. You must enroll using the permission number to get a seat in the course. You can find information on enrolling on the [University Registrar's website](#).
- Please request these as early as possible. There is no guarantee that a class with open seats will remain open in the time it takes for your request to be processed. We process requests in the order they are received and do our best to process them as quickly as possible, but it can take up to five days for your request to be processed. **We do not offer rushed processing.**
- If you need a professor's permission to enroll in a course, it is under their jurisdiction to permit your enrollment or not.
- **Please note:** This box (image below) **does not** mean that you need a permission number. It is a place to enter one if you need one, but if you do not need one to enroll, you can just hit "Save" and move forward.

Enrollment options

CS 0007: INTRO TO COMPUTER PROGRAMMING | 1061 - 26526

Grading *
Letter Grade

Permission Number

Wait list if class is full

Cancel Save

We issue permission numbers for:

- **Undergraduate students looking to take graduate courses**
 - With permission from the instructor of the course and your undergraduate program
 - Select 'Career Restriction' when submitting your request
- **Graduate students looking to take graduate courses**
 - With permission from the instructor and from your graduate program
 - Select 'Career Restriction' when submitting your request
- **Students who have met the prerequisites for a course but it is not on your record**
 - With permission from the instructor of the course
 - Select 'Requisites Not Met' when submitting your request

If the instructor is listed as "TBD," contact the relevant department/program representative for approval:

- LIS = Zoe Nehrer (zon16@pitt.edu)
 - INFSCI and TELCOM = Kelly Shaffer or James Petraglia (dins-info@pitt.edu)
 - CMPINF and Graduate CS = Keena Walker (keena@cs.pitt.edu)
 - Undergraduate CS = John Ramirez (ramirez@cs.pitt.edu)
- **Students who have met the prerequisites for a course but the system doesn't recognize the equivalent** (e.g., *You need MATH 0220, Calculus 1, as a pre-requisite for CS 0441, Discrete Structures. You took MATH 0140, Calculus 1 at the University of Pittsburgh, Bradford*)
 - Select "Equivalent Course Taken" in the form and put in the equivalent course. If it is equivalent, we will issue you a permission number. If not, you will need instructor permission to take the course.
 - ***Note to Engineering Students:*** *Engineering courses are not preapproved as equivalent to SCI prerequisites. You will need to get permission from the SCI instructor of the course you wish to take in order to enroll in that class. You can note the engineering class you took as experience towards the course you wish to take when requesting permission from the instructor, but a document with instructor permission is required in the permission number request.*
 - **Students looking to take an independent study/research/capstone course which requires department approval to enroll**
 - For FTDJ 0000 and SMSJ 3666, with an email from your advisor or program chair

- For CS 1900, CS 1901, CS 1906, CS 1950, CS 1951, CS 2900, CS 2905, INFSCI 1082, INFSCI 1720, INFSCI 2980, INFSCI 2982, ISSP 2900, TELCOM 2940 and TELCOM 2982 you will receive the permission number in the approval email from the Manager of Experiential Learning in the process of registering. You do not need to submit a request.
 - For all other courses, with permission from the instructor of the course.
 - ‘Select ‘Department Permission Required’ when submitting your request
- **Other**
 - If none of these reasons apply to your situation and you need a permission number, please select this option when submitting a permission number request and share why you are unable to enroll in the course without a permission number in the text field. We will help you troubleshoot the issue.

We do not issue permission numbers for:

- **Full classes**
- **Courses with only restricted/reserved seats available**
 - If you want to be in a full class or one with only reserved seats open, please add yourself to the waitlist. You may be able to get a spot if seats open up or when seat reserves are lifted.

Students with questions and/or concerns regarding the permission number request form may contact scirecords@pitt.edu.

You can submit your request through the [SCI Courses website](#).