

Campus Solutions

For Faculty: Finding and Using Class Permission Codes

From the Campus Solutions home page, under the Teaching and Advising tile, you can see and access permission codes that function as instructor authorization to override enrollment restrictions. The codes are accessed by clicking Class Permissions, an icon that looks like a green checkmark.

To view class permission codes:

1. Go to the [HWS PeopleSoft Website](#)
2. On the menu, click **Campus Solutions**
3. Log in with your **HWS username and password**
4. On the Campus Solutions home page, click the tile **Teaching and Advising**


Simply select from the list of PeopleSoft environments below and log in using your HWS credentials.

CAMPUS SOLUTIONS

Teaching and Advising



The Faculty Center page displays. By default, the My Schedule tab is selected, with your classes for the current selected term.

5. On the Faculty Center/My Schedule, to the left of the class, click the **Class Permissions icon** 

The image at right shows its placement on the page.

The permission codes presented will function as instructor authorization to override enrollment restrictions.


As students use the codes to register, their information will populate on this page.

Each code is unique to a class section and can only be used once.

Permission	Student ID	Student Name	Expire Date	Closed Class	Requisites Not Met	Consent Required
457380			01/27/2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
135630			01/27/2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
710580			01/27/2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
538020			01/27/2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
100620			01/27/2025	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

If the student enrolls with a code, then drops, the same code can not be used to re-enroll. A different code is required.

Permission Code Information

- All codes expire on the last day of add/drop each term.
- If you need codes to override a closed class, please reach out to registrar@hws.edu
- Codes which override prerequisites *will not* override reserved seating functionality. Codes which override a closed class *will* override reserved seating.
- You can use the extract icon  to download the page into Excel, then record the student's name or other indicator into a blank field to track codes you have given to students as "used." When saving the extracted file, be sure to rename the file as something meaningful to you and into a folder to use later as students request codes.