Adding Consent to a Scheduled Class Section

This guide will cover:

• How to add consent to a scheduled class that will require a student to get either department or instructor consent in order to enroll into the class section.

Step One

Using the Main Menu, navigate to the Maintain Scheduled Classes in Catalyst using the following navigational path:

Step Two

Search for the scheduled course on the Search Criteria page:

- **Academic Institution**: Will always be UCINN
- **Term**: Term that the course was scheduled.
- **Subject Area**: Should only be the subject abbreviation and not have the accompanied college number. (e.g. Instead of 15ENGL the field should read ENGL)
- **Catalog Nbr**: Course number
- **Academic Career**: Undergraduate, Graduate, Law, or Medicine
- **Course Offering Nbr**: College number of college offering course (e.g. 15 = McMicken College of Arts and Sciences)

NOTE: If you do not know the catalog number you will still be able to conduct the search.
Step Three

Click **Search**. A results table will populate underneath the search criteria. Select the correct course you want to schedule.

![Schedule New Course](image)

Step Four

Once a course has been selected, you will be directed to the Basic Page tab for that particular course.

Step Five

Click the **Enrollment Control** tab.
**Step Six**

Click the drop down menu for Add Consent. Select either **Dept Consent** (Department Consent) or **Inst Consent** (Instructor Consent).

![Image of Catalyst interface](image)

**IMPORTANT:** Make sure you are on the correct class section.

**Step Seven**

Click **SAVE**.

In order for a student to be enrolled into the course they will have to be assigned a class permission with the permission value of Consent Required.

*You have now completed the steps of adding consent to a class section.*