Class Permissions (Student-Specific)

This guide will cover:

- Assigning an add class permission to a specific student for a class section.

Step One

- Navigate to the Class Permissions page using the following breadcrumb:

Step Two

Enter the following information in the identified search criteria fields:

- **Term**: Term that the course was scheduled (e.g. 2168 = Fall Semester 2016).
- **Subject Area**: Should only be the abbreviation of the subject and not have an accompanied college number (e.g. ENGL, not 15ENGL).
- **Catalog Number**: Course number
- **Course Offering Number**: College number of the college offering the course (e.g. 15 = McMicken College of Arts and Sciences).

![Class Permissions](image)

Step Three

- Click Search.
Step Four

- Be sure to identify the correct section of the scheduled class the student will be provided class permissions to register for.
- To locate the correct section, click the right and left arrows on the Class Section Data header and look at the class section field for the correct section number.
- Once you have located the correct section, be sure that section has the Student Specific Permissions checkbox selected.
  - This field is read-only on this page and can only be edited through the Maintain Schedule of Classes page by those who order classes.

Other Potential Scenarios

**Scenario 1: Auto Enrolled Sections**
A student requested a class permission for a course that has been set up for auto enrollment. In other words, when the student enrolls into a particular session they are automatically enrolled into a non-enrolled section. To add a class permission for this type of course you will **only** need to add the student specific permission to the enrolled section.

**Scenario 2: Combined Sections**
A student requested a class permission for a course that has been combined with another course. To add a student specific permission for this type of course you will only need to add the permission to one of the classes they wish to enroll in. You do not need to also assign permission to the other class that is combined.
Step Five

- The expiration date defaults to the last drop date for the selected term. This can be updated as necessary.
- Only select the **Requisites Not Met** and **Consent Required** using the **Permission Valid For** checkboxes.
  
  - **Requisites Not Met**: Allows a student to enroll in course section even if they do not meet the course requisites.
  
  - **Consent Required**: Allows a student to enroll in a course section if they received permission from a Department or Instructor

  **IMPORTANT**: Add/Drop slips will still be used at the University. This process is only if a student needs a permission to enroll into a class because they did not meet class requisites or received department/instructor consent.

These defaults will be assigned to each student when they are added to the list but can be changed for each individual student if necessary.

- **IMPORTANT**: All other permissions (Closed Class, Career Restriction and Permission Time Period) should be unchecked.
Step Six

- Click on the magnifying glass next to the ID field in the Class Permission Data group box to find a student.

- Follow this step if there is already a student who has been assigned a class permission for the class section.
  - Click the plus sign on the previous row to add a new row. Then you can search for the student by clicking on the magnifying glass next to the ID field on the new row.

Step Seven

- Enter the search criteria for the student.
- Click Look Up.
- Then select the student from the search result.

**IMPORTANT:** You can also use the UCID (Campus ID) to find students on this page if you don’t know the student’s Catalyst ID.
Step Eight

- Click on the **Permission** tab.
- This tab will allow you to adjust the permission setting for each individual student on the list.

![Permission Tab](image1)

Step Nine

- Click on the **Comments** tab and add the following message in the comment field as necessary.

![Comments Tab](image2)

Step Ten

- Click **Save**.

Step Ten

- To add additional students, be sure to click the (+) sign under the Class Permission Data section then repeat steps for locating a student to add.

You have now completed all of the required steps for creating student specific add permissions