Fall 2019 Permissions and Registration Quick Guide

Class Permissions-Defined

**Closed Class:** Allows the student to enroll in a specific section that is closed.

**Requisites Not Met:** Allows the student to enroll in a specific section when they do not meet the requisites. (Requisites might include: courses completed with a specific grade; a specific CPP stack; or a specific academic level such as Freshman, Sophomore, Junior, Pre-Junior, Senior.)

**Consent Required:** Allows the student to enroll in a specific section if it requires either Department or Instructor Consent.

**Career Restriction:** Not currently being used by UC. Checking this will not override anything.

**Permission Time Period:** Allows the student to register online after open enrollment has ended. This goes with the dates listed under *Late Registration Transactions* for each session on the Working Calendar.

Note: The Expiration Date will need to be updated on or after the dates indicated below for 2198:
- Full Semester: Nov. 16 or later
- First Half Session: Oct. 5 or later
- Second Half Session: Nov. 23 or later

*Remember! Make sure the permissions you enter in the Permission tab in the Class Permission Data section are correct. This will ensure you are always giving the correct student the appropriate permission(s).*

**Add/Drop Slips are needed ONLY in these situations (student emails add-drop@uc.edu):**
- Time conflicts
- Credit hour changes (after online registration has closed)
- Section changes (after drop deadline)
- Career changes (UGRD class to GRAD class/GRAD class to UGRD class)
- Re-enrolling when a student has received a WT or W
- Late withdrawals (past the last day to withdraw for the term)
- Flex session late add/withdrawals
- Adds after the term has ended (must be accompanied by a Change of Grade form which cannot come from the student)

*Note: The Instructor and College Signatures indicated on the Dates & Deadlines Calendar apply only for add/drop slip transactions.*

For all other adds, please give the appropriate Class Permission(s).

*Example: If a student wants to enroll late into a closed class in which they do not meet the requisites, Closed Class, Requisites Not Met, and Permission Time Period will all need to be checked.*