Assigning Class Permissions

This guide will cover how to assign a student a registration permission for a class section.

1) **College/Department:** From the Catalyst Staff Homepage, select the *Student Programs & Enrollment* tile and then open the *Term Processing* folder listed on the Navigation Collection (left side of the page).

   **Advisor:** From the Catalyst Staff or Faculty Homepage, select the Advisor WorkCenter tile and then open the *Curriculum & Student Records* folder listed on the Navigation Collection (left side of the page).

2) Next select **Class Permissions.** On the right side of the screen, enter the search criteria for the class you want to view.

   It is recommended to enter criteria in the following fields to limit the number of results.
   - Term
   - Subject Area
   - Catalog Number
   - Course Offering Number

3) Select **Search.** You will be directed to the course section’s *Permission to Add* page if your search content directly matches a result item.

   You may receive a results list if more than one result item matches your search criteria. At that point, you can enter more search criteria to narrow your search or select your desired course from your search results list.
4) The **Class Section Data** on the class permission page is where you will designate which class section the registration will be designated for the assigned student.

To locate the correct section, select the arrows on the Class Section Data header and look at the class section field for the correct section number.

**FIND LINK:** Staff can use the Find link located in the Class Section data header to search for a specific class section.

5) Once the section is located, it’s important to see if the Student Specific Permissions checkbox is selected for the assigned class section.

This field is read-only on this page and can only be edited by individuals who have access to schedule classes in Catalyst. If unchecked, a class permission cannot be assigned to any students for that particular section.

![Class Section Data](image)

6) The **Default section** is where users can set type of permission(s) and expiration parameters for the students for this session. 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. Please note that defaults will reset as soon as you leave this page and cannot be saved.

- **Expiration Date:** The expiration date will automatically default to the last day to withdraw from a class for the term. However, this date can be adjusted to any date within the term if necessary.

- **Permissions Valid For:** This area is where you can set the type of permissions you will be assigning the student for the assigned class section.
  - **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.
  - **Consent Required:** Gives consent for classes where either department or instructor consent are required before registering.
- **Career Restriction**: Not currently being used by UC. Checking this will not override anything for the student.
- **Permission Time Period**: Allows the student to register online after open enrollment has ended. This permission will work through the end of the term.

7) Under the *Class Permissions Data* section, enter the Catalyst ID of the student in the ID field. If there is a student already listed then select the plus symbol on the previous row to add a new data entry.

### UCID LOOK:
Don’t know your student’s Catalyst ID? Select the ellipsis icon (3 dots) located at the top right of the page. Select the *UCID Look Up* and enter your student’s M#. The system will convert their M# into their assigned Catalyst ID. You can then copy and paste their Catalyst ID in the ID field.

8) Select the **Permissions** tab under the *Class Permissions Data* section. This tab will allow you to review the type of permission that will be assigned to your student. You can also adjust the permission settings for the student if necessary.

9) Select the **Comments** tab under the *Class Permissions Data* section. In the comment section, please provide the reason why the student is being assigned the class permission. Please note that the word count is limited.
10) Select **Save** for the class permission to be applied to the Student. The student can now register for the assigned class section.