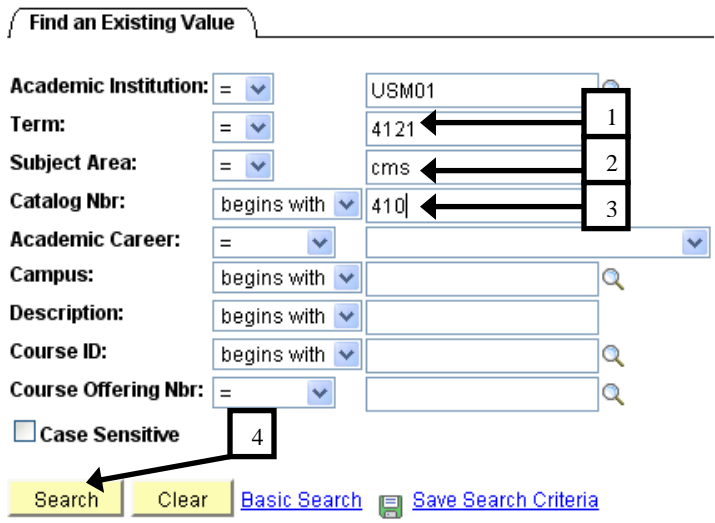



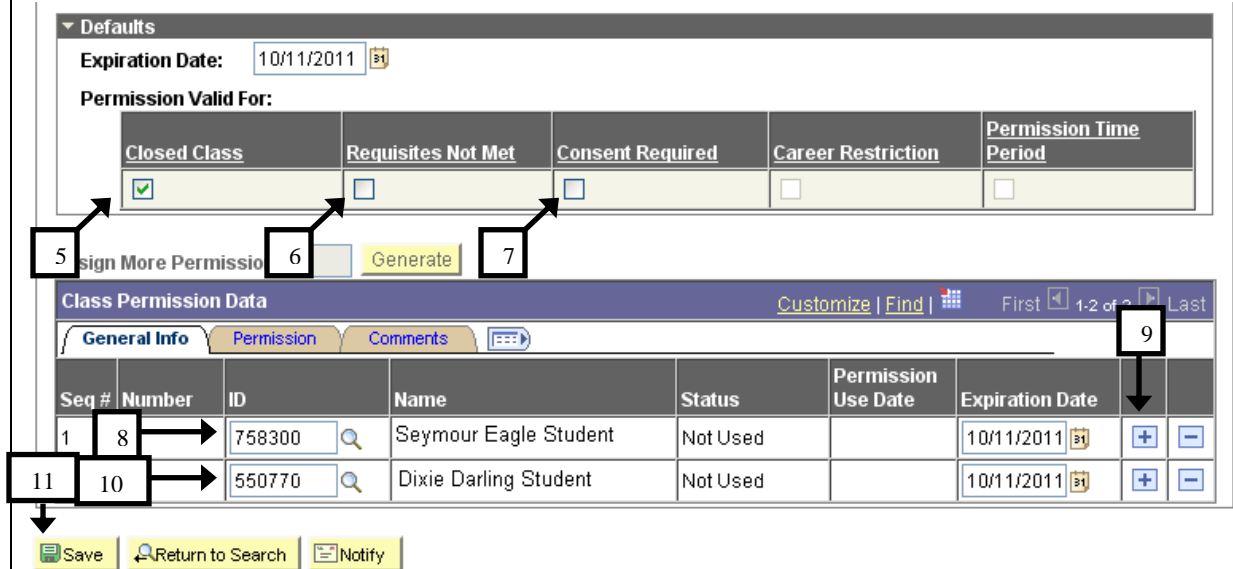
Class Permissions

Navigation: Home > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

NOTE: Please note this process should only be done for **YOUR department's classes ONLY!!** Never permit students to take another department's classes.

1.	Enter the appropriate term code.
2.	Enter the subject area code for YOUR department.
3.	Enter the catalog number of the class.
4.	<p>Click the Search button.</p> <p>Class Permissions Enter any information you have and click Search. Leave fields blank for a list of</p> <p>Find an Existing Value</p>  <p><input type="checkbox"/> Case Sensitive</p> <p>Search Clear Basic Search Save Search Criteria</p>
5.	Click "Closed Class" to open a spot for a student in a closed section.
6.	Click "Requisites Not Met" to override an unmet pre-requisite.
7.	Click "Consent Required" to allow the student to add a class requiring department or instructor consent.
8.	Enter the student's ID number.
9.	If you are doing this process for multiple students, click the  button.
10.	Enter the additional student ID numbers.

11. Click the **Save** button. Upon saving, the student can then add the section of the class that you have approved.



The screenshot shows the 'Class Permission Data' interface. At the top, there is a 'Defaults' section with an 'Expiration Date' field set to 10/11/2011. Below this is a 'Permission Valid For' table with columns: Closed Class, Requisites Not Met, Consent Required, Career Restriction, and Permission Time Period. The 'Closed Class' checkbox is checked. A 'Generate' button is located below this table. Below the 'Generate' button is a 'Class Permission Data' header with tabs for 'General Info', 'Permission', and 'Comments'. A table below the header lists permission data for two students. At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1	8	758300	Seymour Eagle Student	Not Used		10/11/2011	+	-
11	10	550770	Dixie Darling Student	Not Used		10/11/2011	+	-

NOTE: Again, please only do this process for YOUR department's classes ONLY!!