Assigning Student Specific Permissions

**Purpose:** Class sections have been set up to allow student specific class permissions (by checking the **Student Specific Permissions** checkbox on the **Basis Data** tab in the Schedule of Classes. At this time we will use **student-specific** add permissions.

Class permissions can override conditions such as requisites and limits. Permissions allow a student to add or drop a class, as long as the student uses the permission by the expiration date and does not violate overall student limitation rules (such as maximum number of units).

The following instructions describe how to assign student-specific permissions to a student for a class section.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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</thead>
<tbody>
<tr>
<td>1.</td>
<td>Navigate to the Class Permissions page. Select <strong>Main Menu › Records and Enrollment › Term Processing › Class Permissions › Class Permissions</strong></td>
</tr>
<tr>
<td></td>
<td><strong>Class Permissions</strong>&lt;br&gt;Enter any information you have and click Search. Leave fields blank for a list of all values.</td>
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<td></td>
<td><strong>Find an Existing Value</strong>&lt;br&gt;Maximum number of rows to return (up to 300): 300&lt;br&gt;Academic Institution: <strong>UNICS</strong>&lt;br&gt;Term: <strong>Fall 2011</strong>&lt;br&gt;Subject Area: <strong>ACCT</strong>&lt;br&gt;Catalog Nbr: <strong>3179</strong>&lt;br&gt;Academic Career: <strong>All</strong>&lt;br&gt;Campus: <strong>All</strong>&lt;br&gt;Course ID: <strong>ACCT 3100</strong>&lt;br&gt;Description: <strong>Non Matriculated</strong>&lt;br&gt;Course Offering Nbr: <strong>3179</strong>&lt;br&gt;Case Sensitive</td>
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<tr>
<td></td>
<td><strong>Search</strong> <strong>Clear</strong> <strong>Basic Search</strong> <strong>Save Search Criteria</strong></td>
</tr>
<tr>
<td>2.</td>
<td>Enter the appropriate search criteria:&lt;br&gt;  - <strong>Academic Institution</strong> – Defaults to UNICS&lt;br&gt;  - <strong>Term</strong> – Enter the desired term (e.g. 2112 for Fall 2011)&lt;br&gt;  - <strong>Subject Area</strong> – Enter the subject area (Use alpha, e.g. ACCT)&lt;br&gt;  - <strong>Catalog Nbr</strong> – Enter the catalog number (e.g.3179)</td>
</tr>
</tbody>
</table>
Step | Action |
---|---
3. | Click the **Search** button.  
**Result:** The **Permission to Add** tab displays.  
**Note:** You may also use the **Permission to Drop** tab when applicable.

4. | **IMPORTANT** – Before you add the student be sure you are on the correct section. Use the navigation for the Class Section Data header bar to locate the correct section.  
Use the **Add New Row** button in the Class Permission Data section to add a student.  
Panther, Pam
5. Enter the student’s id in the ID field. Example, enter 654360. Tab out of the field. The student’s name displays.

Note: The Expiration Date is defaulted to the last day of the term.

6. Click the Permission tab. Update the Permissions tab for the student you wish to add. Use these check boxes to specify which conditions a class permission overrides.

For example, if you select Requisites Not Met, and do not select Closed Class, the class permission will allow students to enroll in the class if they do not meet the prerequisites, but not if the class is full. For this example, select Consent Required.

7. Click the Save button.

Result: The student specific permission has now been assigned to the student. The student can now register for the section.