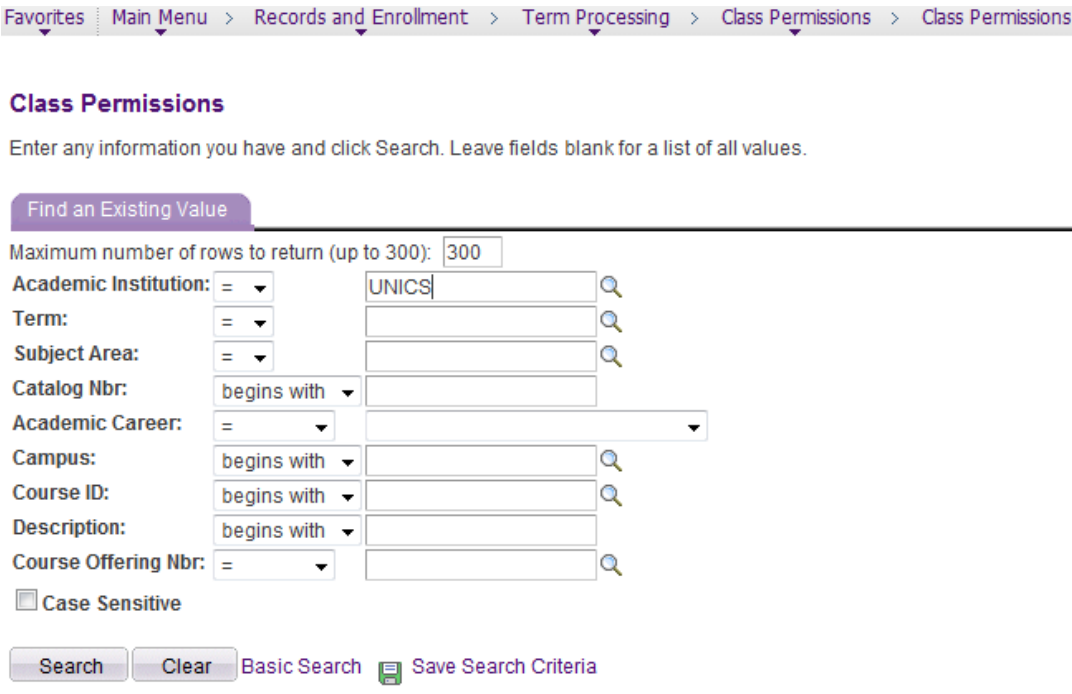


Assigning Student Specific Permissions

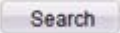
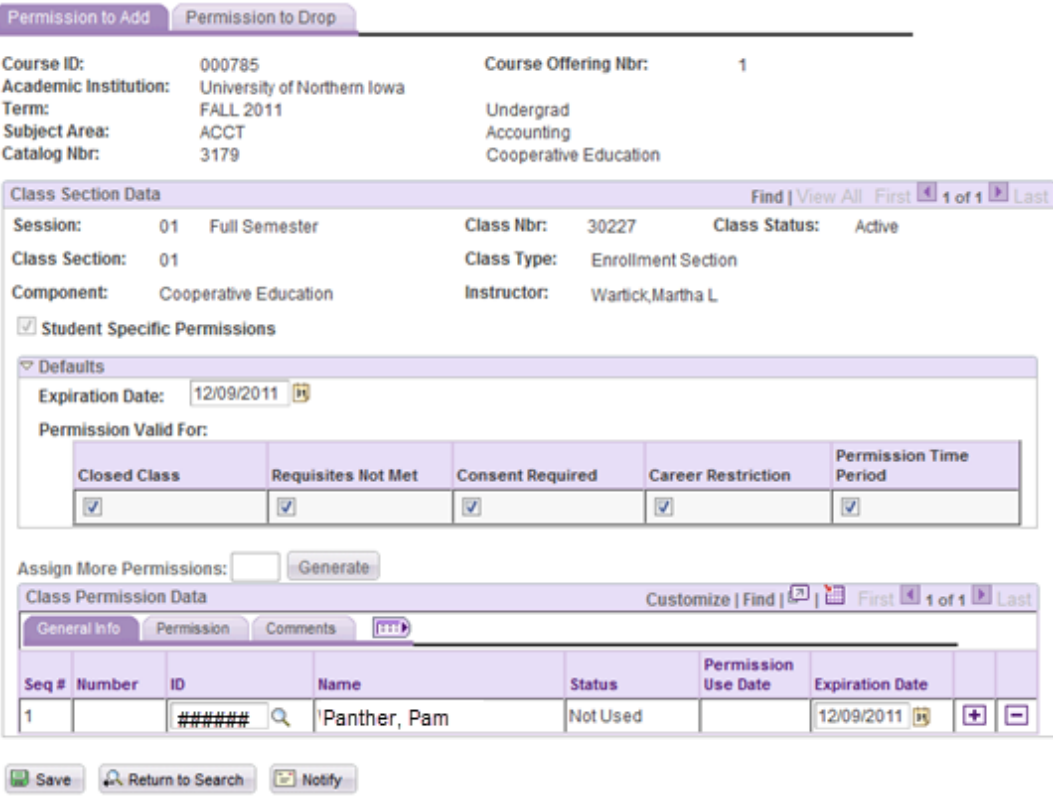
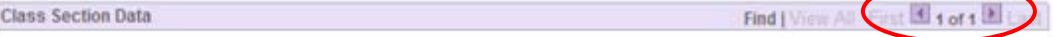

Purpose: Class sections have been set up to allow student specific class permissions (by checking the *Student Specific Permissions* checkbox on the *Basis Data* tab in the Schedule of Classes. At this time we will use *student-specific* add permissions.


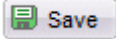
Class permissions can override conditions such as prerequisites and limits. Permissions allow a student to add or drop a class, as long as the student uses the permission by the expiration date and does not violate overall student limitation rules (such as maximum number of units).

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

Step	Action
1.	<p>Navigate to the Class Permissions page. Select Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions</p>  <p>The screenshot shows the 'Class Permissions' search interface. It includes a breadcrumb trail: Favorites > Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions. Below the title 'Class Permissions', there is a search instruction: 'Enter any information you have and click Search. Leave fields blank for a list of all values.' A 'Find an Existing Value' button is present. The search criteria section includes: 'Maximum number of rows to return (up to 300): 300', 'Academic Institution: = UNICS', 'Term: =', 'Subject Area: =', 'Catalog Nbr: begins with', 'Academic Career: =', 'Campus: begins with', 'Course ID: begins with', 'Description: begins with', and 'Course Offering Nbr: ='. There is also a 'Case Sensitive' checkbox and buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.</p>
2.	<p>Enter the appropriate search criteria:</p> <ul style="list-style-type: none"> • Academic Institution – Defaults to UNICS • Term – Enter the desired term (e.g. 2112 for Fall 2011) • Subject Area – Enter the subject area (Use alpha, e.g. ACCT) • Catalog Nbr – Enter the catalog number (e.g.3179)



Step	Action
3.	<p>Click the Search button. </p> <p>Result: The Permission to Add tab displays. Note: You may also use the Permission to Drop tab when applicable.</p>  <p>The screenshot shows the 'Permission to Add' interface. At the top, there are two tabs: 'Permission to Add' (selected) and 'Permission to Drop'. Below the tabs, course information is displayed: Course ID: 000785, Academic Institution: University of Northern Iowa, Term: FALL 2011, Subject Area: ACCT, Catalog Nbr: 3179. Course Offering Nbr: 1, Undergrad Accounting Cooperative Education. The 'Class Section Data' section shows Session: 01 Full Semester, Class Nbr: 30227, Class Status: Active, Class Section: 01, Class Type: Enrollment Section, Component: Cooperative Education, Instructor: Wartick, Martha L. There is a checkbox for 'Student Specific Permissions' which is checked. Below this is a 'Defaults' section with an 'Expiration Date' of 12/09/2011 and a 'Permission Valid For' table with checkboxes for Closed Class, Requisites Not Met, Consent Required, Career Restriction, and Permission Time Period, all of which are checked. There is an 'Assign More Permissions' section with a 'Generate' button. The 'Class Permission Data' section has a table with columns: Seq #, Number, ID, Name, Status, Permission Use Date, Expiration Date. The table contains one row: 1, [blank], #####, Panther, Pam, Not Used, [blank], 12/09/2011. At the bottom are 'Save', 'Return to Search', and 'Notify' buttons.</p>
4.	<p>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.</p>  <p>Use the Add New Row button in the Class Permission Data section to add a student. Panther, Pam</p>  <p>The second screenshot shows a close-up of the 'Class Section Data' header bar with the 'First 1 of 1' navigation buttons circled in red. Below it, the 'Class Permission Data' section is shown with the text 'Panther, Pam'. The table below has the same data as the first screenshot, but the '+' button in the bottom right corner of the table is highlighted with a red box.</p>

Step	Action
5.	<p>Enter the <i>student's id</i> in the ID field. Example, enter 654360. Tab out of the field. The student's name displays.</p> <p><i>Note:</i> The Expiration Date is defaulted to the last day of the term.</p>
6.	<p>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.</p> <p>For example, if you select <i>Requisites Not Met</i>, and do not select <i>Closed Class</i>, 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 <i>Consent Required</i>.</p> 
7.	<p>Click the Save button.</p>  <p>Result: The student specific permission has now been assigned to the student. The student can now register for the section.</p>