

## PERMISSIONS FOR CLASS ATTENDANCE, OVER-TALLIES, PREREQUISITE WAIVER, & UNDERGRAD/GRAD COURSES

Navigation = Log-in >HR/Campus Solutions >Records and Enrollment >Term Processing> Class Permissions>Class Permissions

### I. What you need to do for one student or student(s) in a **single course number**:

**NYfirst**  
Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of results.

**Find an Existing Value**

Maximum number of rows to return (up to 300): 300

**Academic Institution:** = [LEH01] #1

**Term:** = [1129]

**Subject Area:** = [BIO]

**Catalog Nbr:** begins with [644]

**Academic Career:** = [ ]

**Campus:** begins with [ ]

**Description:** begins with [ ]

**Course ID:** begins with [ ]

**Course Offering Nbr:** = [ ]

☐ Case Sensitive

**Search** **Clear** [Basic Search](#) [Save Search Criteria](#)

**NOTE** - The Class Permissions screen and the “Finding and Existing Value” is the default screen after navigating to Class Permissions.

**#1** Only the **top four search fields** will need to be filled in. Use the magnifying glass for assistance looking up the values if needed. Fill in the remaining **term**, **course abbreviation** (Subject Area) and **course number** (Catalog Nbr) in the next three fields. Hit **Enter** or select/press **Search**.

You will now see a “Permission to Add” screen

**#2** Select/press **View All** option if there are several courses. (All the sections in that course will appear.)

**Permission to Add** **Permission to Drop**

**Course ID:** 098684 **Course Offering Nbr:** 1

**Academic Institution:** Lehman College

**Term:** 2012 Fall Term **Graduate**

**Subject Area:** BIO **Biology** #2

**Catalog Nbr:** 644 **BIOLOGICAL CHEMISTRY**

**Class Section Data** **Find | View All** First 1 of 8 Last

**Session:** 1 **Regular Academic Session** **Class Nbr:** 2399 **Class Status:** Active

**Class Section:** 01 **Class Type:** Enrollment Section

**Component:** Lecture **Instructor:** Unachukwu, Uchenna J

**Defaults**

**Expiration Date:** 09/14/2012

**Permission Valid For:**

Requisites Not Met	Consent Required	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**"Permission to Add" screen continued:**

**#3**

Assign Permissions:

**Class Permission Data** Customize | Find | First 1-4 of 4 Last

General Info | Permission | Comments |

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		13222760	Dunn,Tiffan	Not Used		09/14/2012		
2		13037238	Swann,Robin	Not Used		09/14/2012		
3		13259608	Dorcent,Mauriel J	Not Used		09/14/2012		
4		23016518	COUPAL,IAN JOSEPH	Not Used		09/14/2012		

**#4**

Session: 1 Regular Academic Session Class Nbr: 2400 Class Status: Active  
 Class Section: 02 Class Type: Enrollment Section  
 Component: Lecture Instructor: Unachukwu,Uchenna J

☒ Student Specific Permissions

**Defaults**

Expiration Date: 09/14/2012 **#5**  
 Permission Valid To:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

**Class Permission Data** Customize | Find | First 1-2 of 2 Last

General Info | Permission | Comments |

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		23016518	COUPAL,IAN JOSEPH	Not Used		09/14/2012		
2		13093641	Smith,Edward	Not Used		09/14/2012		

Session: 1 Regular Academic Session Class Nbr: 2401 Class Status: Active  
 Class Section: 03 Class Type: Enrollment Section  
 Component: Lecture Instructor: Unachukwu,Uchenna J

☒ Student Specific Permissions

NOTE – The above screen example is viewing only 2 of 8 course sections. Use the right-hand scroll bar to view all courses.

**#3** The screen will default to the General Info tab

**#4** To add a blank line in any course section press/select the **[+]** button –OR- to delete a currently listed student press/select **[-]**

**#5** The defaults are already preset by registrar. The expiration date is set for the last day of late drop/add.

**Class Permission Data** Customize | Find | First 1-3 of 3 Last

General Info | Permission | Comments |

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		23016518	COUPAL,IAN JOSEPH	Not Used		09/14/2012		
2		13093641	Smith,Edward	Not Used		09/14/2012		
3		<b>#6</b>		Not Used		09/14/2012		

**#6** To add a student type or paste in the student's EMPL ID (not SSN)

[Home](#) | [Worklist](#) | [Performance Trace](#) | [Add to Favorites](#) | [Sign out](#)

[New Window](#) | [Help](#) | [Customize Page](#)

Permission to Add
Permission to Drop

Course ID: 098684
Course Offering Nbr: 1

Academic Institution: Lehman College
Graduate

Term: 2012 Fall Term
Biology

Subject Area: BIO
BIOLOGICAL CHEMISTRY

Catalog Nbr: 644



Class Section Data
Find | View 1
First 1-8 of 8 Last


Session: 1
Regular Academic Session
Class Nbr: 2399
Class Status: Active













Class Section: 01
Class Type: Enrollment Section

### #8 Select the **Permission** tab

**#8**

**Class Permission Data** [Customize](#) | [Find](#) |  |  First **1-3 of 3** Last

**General Info** | **Permission** | **Comments** | 

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		23016518 	COUPAL,IAN JOSEPH	Not Used		09/14/2012 		
2		13093641 	Smith,Edward	Not Used		09/14/2012 		
3	<b>#7</b>	77777777 		Not Used		09/14/2012 		

Session: 1 Regular Academic Session Class Nbr: 2401 Class Status: Active  
 Class Section: 03 Class Type: Enrollment Section

## #9 Deselect all inappropriate permissions

Class Permission Data									
<a href="#">Customize</a>   <a href="#">Find</a>									
<a href="#">First</a> <a href="#">1-3 of 3</a> <a href="#">Last</a>									
General Info		Permission		Comments					
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		23016518	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2		13093641	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3		77777777  #9	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

“Permission” tab continued:

**Closed Class** – if checked you give permission for that student only to be over-tallied into the course

**Requisites Not Met** – if checked you give permission to waive that student’s pre-requisites for the course

**Consent Required** – all graduate students need this box checked (this is general permission to take course)

**\*Career Restriction** – if checked you give permission for that student to take an undergraduate course

**\*Permission Time Period** – if checked you give permission for that student to take a course that is in time-conflict with another course

*\*These appear now but will probably become unavailable with future updates.*

NOTE - If you’d like to add the student to more sections, paste the EMPL ID in all appropriate sections and deselect all inappropriate permission for every section.

Select/press **SAVE** at the bottom of your screen once you are done adding the student(s) to all possible sections and you are finished.

**After permission is granted, please direct the student to register via Student Self-Service.**

## II. What you need to do for giving permission in **several courses**:

**CUNYfirst**  
Fully Integrated Resources & Services Tool

Home | Worklist

**Menu**

Search: [ ]

- My Favorites
- CUNY
- Self Service
- Manager Self Service
- Recruiting
- Workforce Administration
- Campus Community
- Records and Enrollment
  - Enroll Students
  - Career and Program Information
  - Enrollment Summaries
  - Term Processing
    - Class Permissions**
      - Class Permissions
      - Generate Add Permissions
  - Waitlist
  - Transcripts
  - Transfer Credit Evaluation
- Curriculum Management
- Academic Advisement
- Set Up HRMS
- Set Up SACR
- Worklist
- Reporting Tools
- PeopleTools
- firstSolutions Knowledge Base

**Class Permissions**

Enter any information you have and click Search. Leave fields blank for a list of all values.

**Find an Existing Value**

Maximum number of rows to return (up to 300): 300

Academic Institution: = LEH01

Term: = 1129

Subject Area: = BIO

**Catalog Nbr: >= 500 #1**

Academic Career: = Graduate

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

**Search Results #2**

View All First 1-13 of 13 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
LEH01	1129	BIO	501	Graduate	MAIN	SPECIAL TOPICS - BIO	098669	1
LEH01	1129	BIO	610	Graduate	MAIN	MAMMALIAN PHYSIOLOGY	098672	1
LEH01	1129	BIO	630	Graduate	MAIN	SEMINAR IN BIOLOGY	098678	1
LEH01	1129	BIO	644	Graduate	MAIN	BIOLOGICAL CHEMISTRY	098684	1
LEH01	1129	BIO	791	Graduate	MAIN	COLLOQUIUM	098760	1
LEH01	1129	BIO	70605	Graduate	MAIN	TAXON OF VASC PL-LEC	098692	1
LEH01	1129	BIO	70606	Graduate	MAIN	TAXON VASC PLANT LAB	098693	1
LEH01	1129	BIO	73001	Graduate	MAIN	PLANT PHYSIOLOGY-LEC	098714	1
LEH01	1129	BIO	7921	Graduate	MAIN	TUTORIAL	098766	1
LEH01	1129	BIO	7922	Graduate	MAIN	TUTORIAL	098767	1
LEH01	1129	BIO	7991	Graduate	MAIN	THESIS RESEARCH	098777	1
LEH01	1129	BIO	7992	Graduate	MAIN	THESIS RESEARCH	098778	1
LEH01	1129	BIO	7993	Graduate	MAIN	THESIS RESEARCH	098779	1

**“Permission for several courses”** continued:

**#1** Instead of searching course by course, you can search all of your courses at once. **Select** **>=** in the drop-down menu for “Catalog Nbr “and fill in the beginning number of the course sequences.

**#2** Once you press search a full list of courses offered by your department for that semester will be displayed. You can use the “New Window” option to create a 2<sup>nd</sup> duplicate. Use the duplicate window to select a course you need to give permissions for. When you are complete with one set of permissions for one particular course, you can return to the 1<sup>st</sup> window to continue.