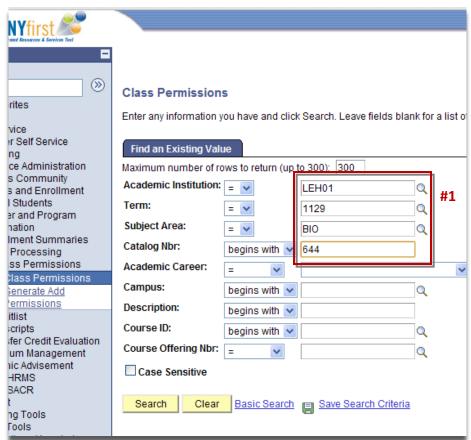
PERMISSIONS FOR CLASS ATTENDANCE, OVER-TALLIES, PREREQUISITE WAIVER, & UNDERGRAD/GRAD COURSES

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**:

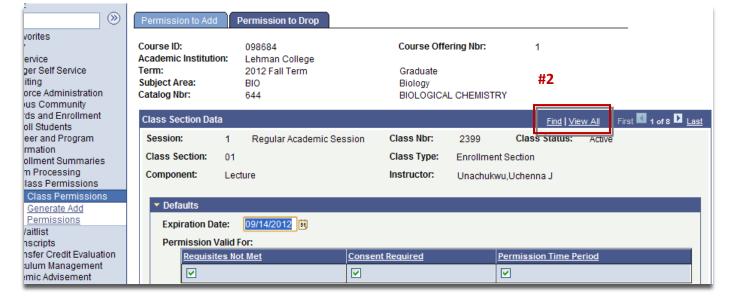


NOTE - The Class Permissions screen and the "Finding and Existing Value" is the default screen after navigating to Class Permissions.

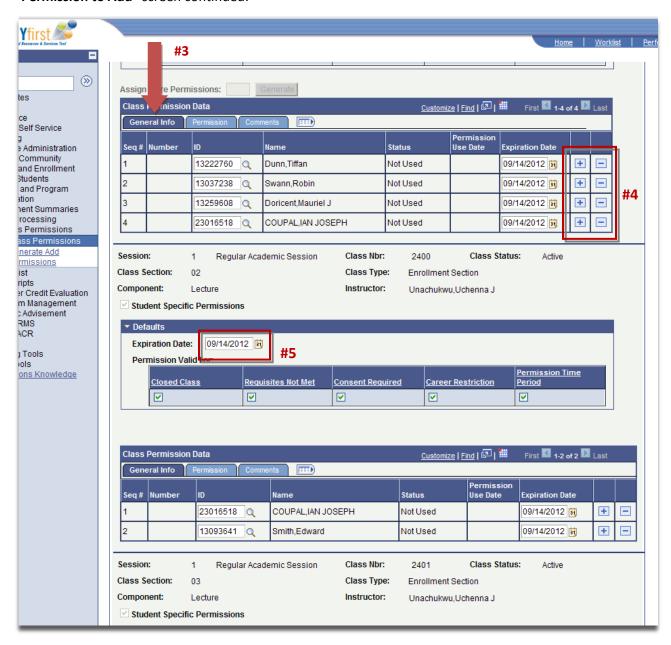
#1 Only the **top four search fields will need to be filled in**. Use the magnifying glass for assistance looking up the values if needed. Fill in the remaining **term**, **course abbreviation** (Subject Area) and **course number** (Catalog Nbr) in the next three fields. Hit **Enter** or select/press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

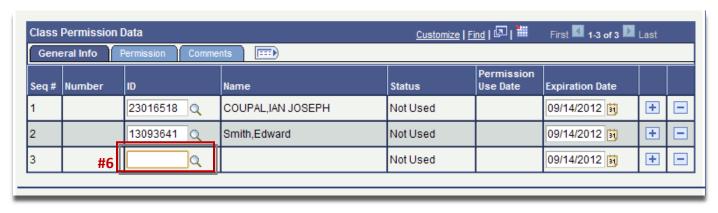


"Permission to Add" screen continued:



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

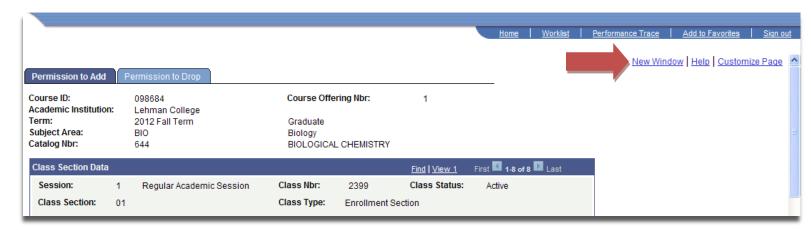
- #3 The screen will default to the General Info tab
- **#4** To add a blank line in any course section press/select the [+] button –OR- to delete a currently listed student press/select [-]
- #5 The defaults are already preset by registrar. The expiration date is set for the last day of late drop/add.



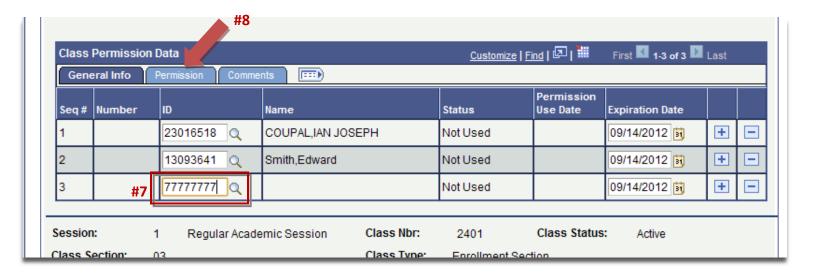
"Permission to Add" screen continued:

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

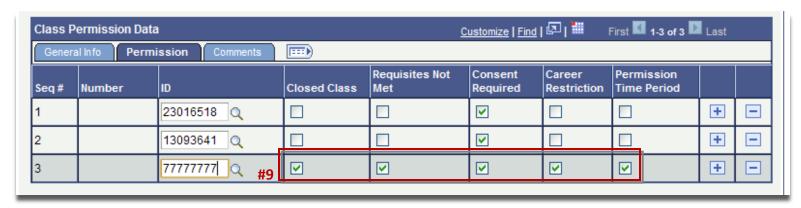
NOTE – If you need to search for the EMPL ID use the magnifying glass –OR– select/press **New Window** at the top of your screen and a new window will pop up containing the same view. Use this 2nd window to navigate and search for a student's **EMPL ID** (or student course history) in Campus Community. You can use copy-n-paste feature: **Copy** "**ID**:" from Student Service Ctr (Student) page and **paste** it into the empty ID field found on the first window.



- **#7** Type or paste in the **student's EMPL ID** (DO NOT PRESS ENTER)
- **#8** Select the **Permission** tab



#9 Deselect all inappropriate permissions



"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

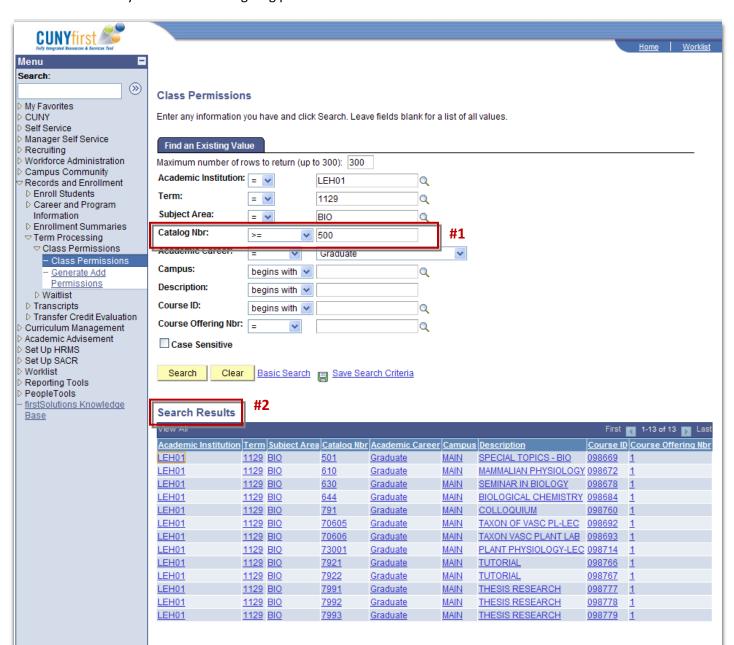
*These appear now but will probably become unavailable with future updates.

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:



"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 2nd 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 1st window to continue.