

Topic 2: Create/Update Student-Specific Add Permissions

Class permissions are numbers or authorizations that user can associate with a class and assign to students to use at enrollment time. User can create *general* or *student-specific* add permissions. User can also generate add permission numbers for an entire subject area. User can create only *student-specific* drop 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).

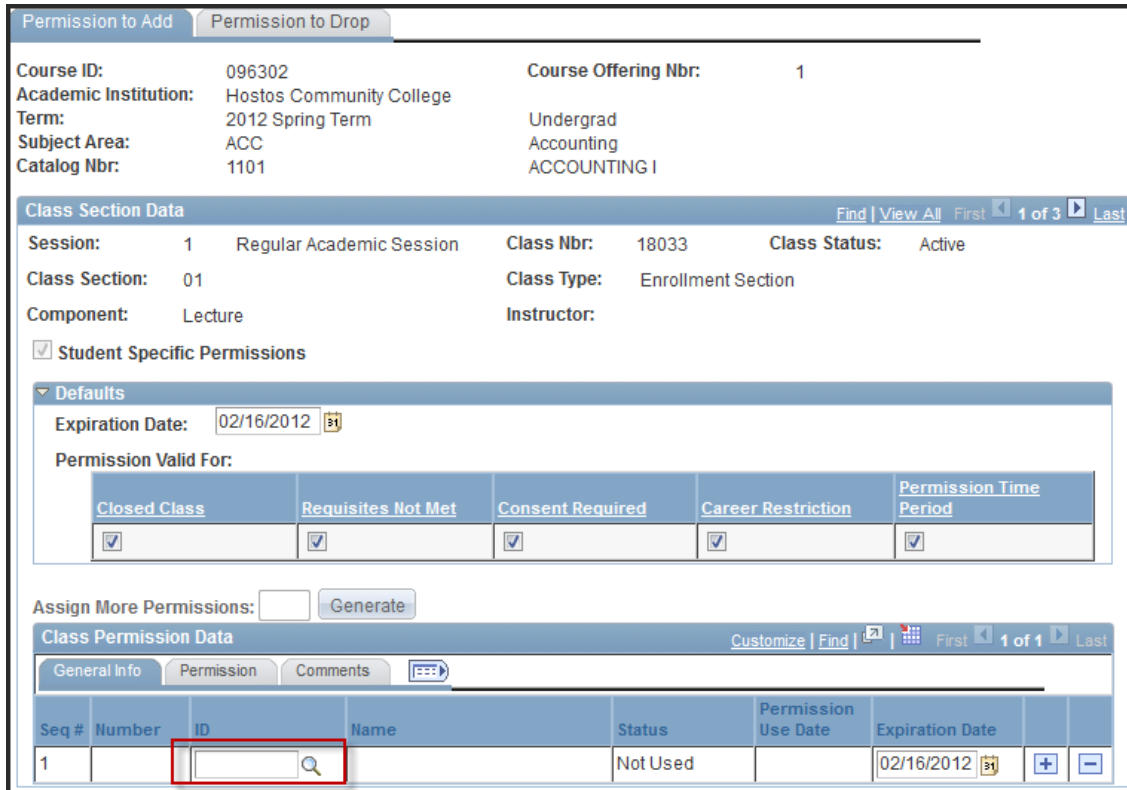
The **Class Permissions** component can be found by navigating to [Records and Enrollment > Term Processing > Class Permissions > Class Permissions](#)

Step Summary

1. Verify that the Student Specific Permissions checkbox on the Basic Data Page of the **Maintain Schedule of Classes** component is selected.
2. Save, if necessary.
3. If necessary, navigate to the **Class Permissions** component.
4. Use Find an Existing Value to search for the class for which permissions are to be created.
5. Navigate to the section of the class for which the permission is being granted.
6. On the Permission to Add page, in the Defaults section, note the default expiration date and change if necessary. (A different expiration date may be assigned per student below, if needed).
7. Also in the Defaults section, use the checkboxes to select the enrollment restrictions that these permissions will override. (Different sets of overrides can be selected for individual students below, if needed).
8. In the Class Permission Data section, use the lookup tool in the ID field to select a student to whom Add permissions will be granted for this class.
9. Note the Expiration Date and change if different for this student.
10. Click the Permission tab, note the checkboxes carried from the Default section above, and change if permissions for this student are different.
11. Click the Comment tab and add a comment if needed.
12. Add new rows if necessary to select additional students, and repeat Steps 8-11 for each.
13. Save.

Detailed Information

Use the Permission to Add page of the **Class Permissions** component to set student-specific Add permissions for a scheduled class. After permissions are set for one student, additional students can be added using the Add a New Row button.



Note that the Student Specific Permissions checkbox, though not available here (grayed out), reflects that it was *selected* in the Schedule of Classes.

The following table describes the fields on the Add Permissions page of the **Class Permissions** component.

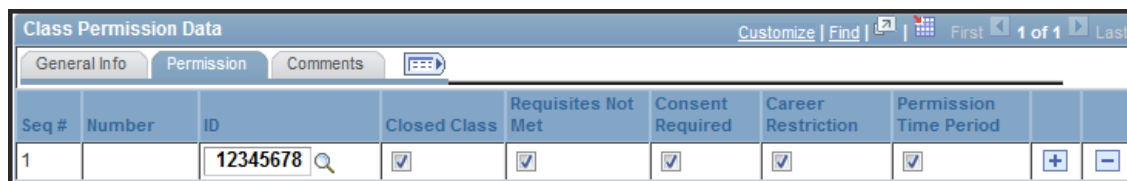
Defaults group:

Field	Field Description
Expiration Date	Expiration date that will default to permissions entered below (can be changed per individual student). The value in this field defaults from either the “End of Drop/Add” Time Period (if one has been defined) or from the End of Term date as defined in the Term/Session Table.
Permission Valid For: <ul style="list-style-type: none"> Closed Class Requisites Not Met Consent Required Career Restriction Permission Time Period 	For each enrollment restriction shown, the corresponding checkbox, when selected, indicates the permissions granted below will override that enrollment restriction. These default selections may be changed per student in the Class Permission Data area below.

Field	Field Description
Assign More Permissions	This field is unavailable (grayed-out) when the Student Specific Permissions checkbox is selected. It is used only when general class Add permissions are being created

Class Permission Data group – General Info Tab

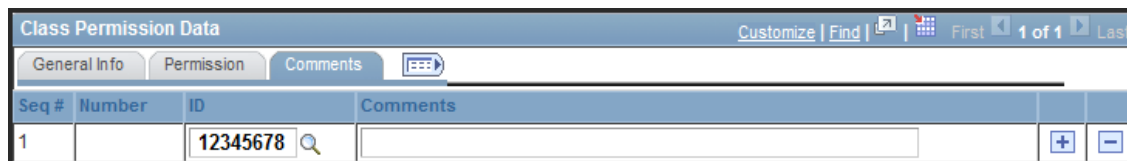
Field	Field Description
Seq # (Sequence Number)	Sequence order in which students' permissions will be processed.
Number	This field is not used in student specific permissions.
ID	Select or enter ID of a student for whom permissions are to be granted.
Status	System reflects whether permission has been used by this student to enroll.
Permission Use Date	System reflects date on which permission was used by student.
Expiration Date	Date the permission expires; populates from the default section above; can be changed per student.



Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1		12345678	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Class Permission Data group – Permission tab:

Field	Field Description
<ul style="list-style-type: none"> • Closed Class • Requisites Not Met • Consent Required • Career Restriction • Permission Time Period 	For each enrollment restriction shown, the corresponding checkbox, when selected, indicates the student entered on this row is granted a permission that overrides that enrollment restriction. These selections, populated from the default section above, may be changed per student.



Seq #	Number	ID	Comments
1		12345678	

Class Permission Data group – Comments tab:

Field	Field Description
Comments	Enter comments regarding the permission being granted to this student.