

Using Permission Numbers

Overview

Placing consent on a class (either instructor or department) requires that the student have permission to enroll in the class online. Depending on the class, permission is either granted by the instructor or the department. This same mechanism also allows a user to override certain conditions that require permission; these can be done prior to the student enrolling in the class. These conditions are as follows:

Obtaining Permissions for Self-Service Enrollment

Condition	What permission number does...
Instructor Consent	Serves as the instructor permission and allows the student to enroll (we do not believe this will be used much)
Department Consent	Serves as the department permission and allows the student to enroll
Class is closed	Allows the student to enroll in a full class (i.e. closed class) but will not override the room capacity.
Class is outside the student's career	Allows a UGRD student to enroll in a class restricted to those with GRAD career and vice-versa
Course Requisites	Allows enrollment even those the student does not meet the restrictions for a class

Types of Permission Numbers

There are two types of permission numbers, general permission numbers and student specific permission numbers.

General permission numbers: Random, system generated numbers. All general permission numbers are created for one-time use. These permission numbers must be provided to the student. The student must then key this number in when enrolling.

Student specific permission numbers: Enrollment permission is granted to a specific student or set of students. Permission is attached to the class using student UID numbers, the student does not need a number, they are just allowed to enroll.



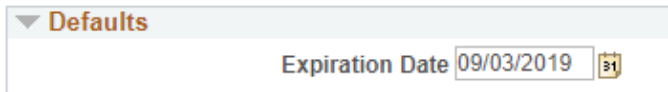
For each class (section) you may have only one type of permission, student specific permissions OR general permissions; you may not have both. You may not change types of permission by class (section) once enrollment in the class has occurred but you may change how you do permissions from term to term.

To use student specific permission numbers, this must be selected at the class level, therefore individuals will need to work with their scheduling officer to make this selection.

Generating Permission Numbers

Permission numbers are generated and managed in academic departments. If academic units find there is a need to distribute permission numbers, it is **strongly recommended** that departments work internally to assign a point person or two for permission numbers. Centralizing the creation of permission numbers will alleviate any confusion that may occur regarding who creates, distributes, etc.

Creating General Permission Numbers

1	Click on  (upper right-hand corner of screen)
2	Click on  Navigator
3	Click on Records and Enrollment
4	Click on Term Processing
5	Click on Class Permissions
6	Click on Class Permissions (yes, again!)
7	Enter the Institution, Term, Subject Area and Course Number
8	Click Search
9	Under Defaults , enter the date you would like the permission number to expire 
10	Select what you would like the permission number to be able to override: Closed class = you want the student to be able to “bump” themselves into the class if it is full Requisites not met = you want the system to “ignore” restrictions and allow student into class Consent Required = allow enrollment (w/permission number) into department or instructor consent class Career Restriction = allow ugrd into grad only class and vice-versa Permission Time Period = allow the student to enroll regardless of timing – through the add/drop period only. By default all of the boxes are checked.
11	Determine how many permission numbers need to be generated.
12	Enter the number (ex. 10) of permission numbers you would like to generate in the Assign More Permissions box.
13	Click Generate
14	In the Class Permissions Data table you will find a list of the permission numbers that were generated. These are the numbers that you will give to students.
15	Once a permission number has been issued to a student, mark it issued by placing a check mark in the issued box. This will automatically fill in who issued it (your username) and when it was issued (the date).
16	Click Save