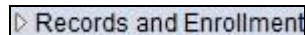


Granting Student Specific Permissions (Job Aid and Example included)

1. Click the **Records and Enrollment** link.



2. Click the **Term Processing** link.



3. Click the **Class Permissions** link.



4. Click the **Class Permissions** link.

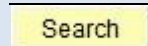


5. Enter the desired information into the **Term** field.

6. Enter the desired information into the **Subject Area** field.

7. Enter the desired information into the **Catalog Nbr** field.

8. Click the **Search** button.



9. Select desired class.

10. Review the **Permissions Valid For:** section and select or deselect the given options as needed.

The permissions selected at this level will automatically apply to all students given permission. You also have the option of changing the permission given for individual students in a later step.

Closed Class: By checking this box you can allow students to enroll for a section that is closed/full.

Requisites Not Met: By checking this box, you can allow students to enroll for a section in which they do not meet the course or section level prerequisites or restrictions.

Consent Required: By checking this box, you can allow students to enroll for a section that requires either Department or Instructor Consent.

Career Restriction: By checking this box, you can allow students to enroll for a section that they normally could not enroll for due to their academic career.

Permission Time Period: Do not use.



11. At the bottom of the page, under the **Class Permission Data** section, click the **Add a new row (+)** button to grant additional student permissions.

Note: if this option is not available and the id field is grayed out, this means that the



Student Specific Permission checkbox is not checked for that particular section in the Schedule of Classes. You will need to return to the SOCL and check the box before you can proceed.



12. Enter the desired information into the **ID** field.

13. Click the **Permission** tab.



14. Review the **Permissions Data** section and select or deselect the appropriate fields as needed. This is where you can deviate from the permission initially set as default. You do not need to make any changes if the default selections apply to all students.



15. Enter the desired information into the Comments field.

16. If you believe you have a situation where your department needs to require that students have permission before they can drop a particular section, click on the Drop Permissions tab.

17. Once you have thoroughly reviewed all changes, click **Save**.



18. **End of Procedure.** (See Example on following page)

Example

In the screenshot below, the **X** denotes an item that does not need to be changed.

In the defaults area from the screenshot below, choose the appropriate permissions (definitions for these are listed above). By checking the “permissions valid for” options you are allowing permission for that specific option. Note: This area applies to all students. In the screenshot below, “requisites not met” is deselected. This indicates that if a student registers they must have the pre-requisites in order to get into the class.

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

my.SMU

Permission to Add | **Permission to Drop**

Course ID: 015857 Course Offering Nbr: 1
Academic Institution: Southern Methodist University
Term: Fall 2014 Undergrad
Subject Area: SOCI Sociology
Catalog Nbr: 4366 DEVIANT BEHAVIOR

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

Session: R Regular Class Nbr: 5951 Class Status: Active
Class Section: 001 Class Type: Enrollment Section
Component: Lecture Instructor: Mustang, Jason

☒ Student Specific Permissions

Defaults

Expiration Date: 12/08/2014

Permission Valid For:

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

Assign More Permissions:

Class Permission Data Personalize | Find | First **1-7 of 7** Last

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

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		12345678	Mustang, Tom	Used	04/11/2014	12/08/2014	<input type="button" value="+"/>	<input type="button" value="-"/>



If you need to grant permission to one student, go to the class permission data section at the bottom of the page and enter their ID. Also, it is recommended that an expiration date of 48/72 hours for that permission to expire.

Next, click on the Permissions tab located under the Class Permission Data area. All the permission options that were selected above were copied over on the row for this student. The requisite not met was also not checked, but for this example the student is being allowed to take this course w/o the pre-requisites so the option was checked.

Course ID: 008304 Course Offering Nbr: 1
 Academic Institution: Southern Methodist University
 Term: Spring 2012 Undergrad
 Subject Area: HIST History
 Catalog Nbr: 3301 HUMAN RIGHTS:AMER DILEMMA

Class Section Data Find | View All First 1 of 2 Last

Session: R Regular Class Nbr: 2396 Class Status: Active
 Class Section: 701C Class Type: Enrollment Section
 Component: Lecture Instructor: Halperin,Rick

☒ Student Specific Permissions

Defaults

Expiration Date: 05/01/2012

Permission Valid For:

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

Assign More Permissions: Generate

Class Permission Data Customize | Find First 1 of 1 Last

General Info | **Permission** | Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		29000885	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	+	-

Save Return to Search Previous in List Next in List Notify

[Permission to Add](#) | [Permission to Drop](#)

