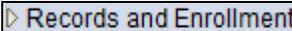
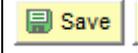


Granting Student Specific Permissions (Job Aid and Example included)

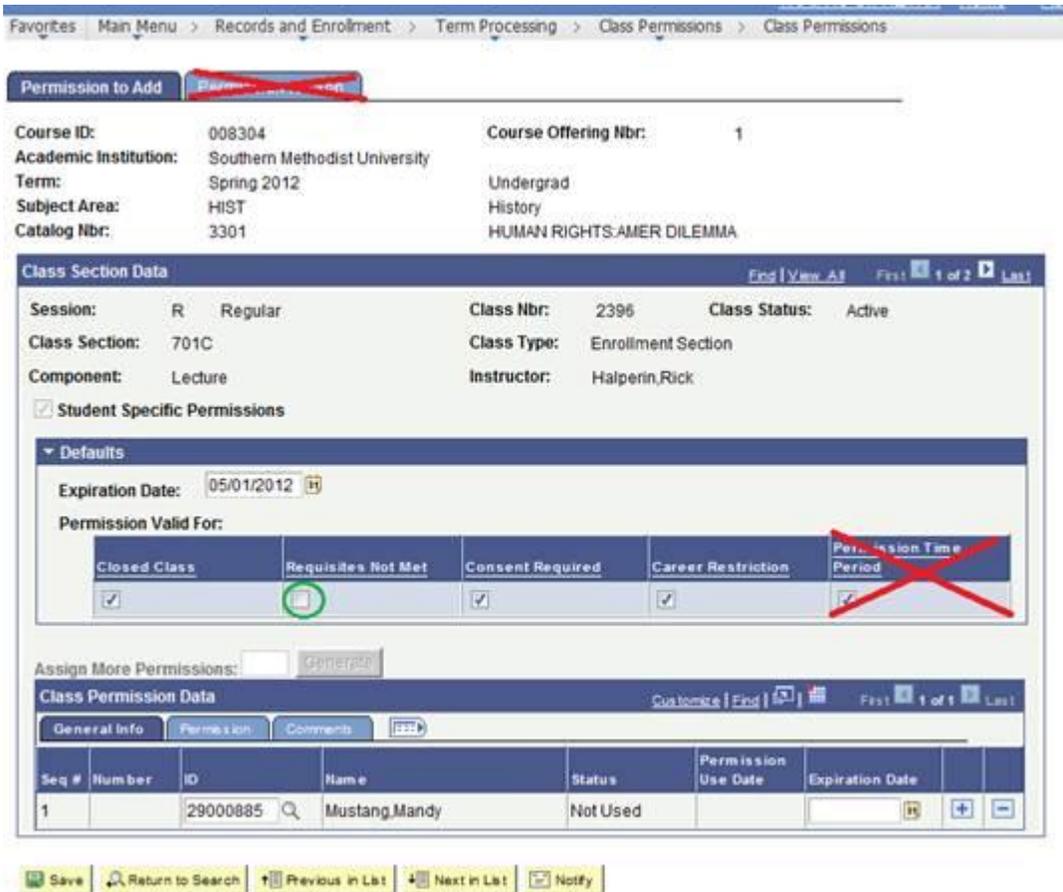
Step	Action
1.	Click the Records and Enrollment link. 
2.	Click the Term Processing link. 
3.	Click the Class Permissions link. 
4.	Click the Class Permissions link. 
5.	Enter the desired information into the Term field.
6.	Enter the desired information into the Subject Area field.
7.	Enter the desired information into the Catalog Nbr field.
8.	Click the Search button. 
9.	<p>Review the Permissions Valid For: section and select or deselect the given options as needed.</p> <p><u>The permissions selected at this level will automatically apply to all students given permission.</u> You also have the option of changing the permission given for individual students in a later step.</p> <p>Closed Class: By checking this box you can allow students to enroll for a section that is closed/full.</p> <p>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.</p> <p>Consent Required: By checking this box, you can allow students to enroll for a section that requires either Department or Instructor Consent.</p> <p>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.</p> <p>Permission Time Period: <u>Do not use.</u></p> 

Step	Action
10.	<p>At the bottom of the page, under the Class Permission Data section, click the Add a new row (+) button to grant additional student permissions.</p> <p>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.</p> 
11.	Enter the desired information into the ID field.
12.	<p>Click the Permission tab.</p> 
13.	<p>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.</p> 
14.	Enter the desired information into the Comments field.
15.	SMU is not currently using the permission to drop feature. If you believe you have a situation where your department needs to require that students have permission before they can drop a particular section, contact the Manager of Academic Scheduling.
16.	<p>Once you have thoroughly reviewed all changes, click Save.</p> 
17.	End of Procedure. (See Example on following page)

Example

In the screenshot below, I have placed an **X** on those items you will not need to touch.

In the defaults area from the screenshot below, you would 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.



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

Class Section Data
 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

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

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1		29000885	Mustang,Mandy	Not Used		

Save Return to Search Previous in List Next in List Notify

If you needed to grant permission to one student, you would come to the class permission data section at the bottom of the page and enter their ID. Also, it is recommend you enter an expiration date 48/72 hours for that permission to expire. (I did not put a date in my example but **it is required** before you can save. You should check with your area as to what business process you should use.)

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 student she is being allowed to take this course w/o the pre-requisites so I checked that option.

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:

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 type="button" value="+"/>	<input type="button" value="-"/>				

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