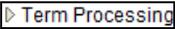
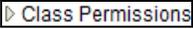
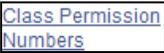


Granting Student Specific Permissions

1.	<p>Use student specific permissions in the following scenarios on a per student basis*:</p> <ol style="list-style-type: none"> 1. Classes with Department Consent 2. Classes with Instructor Consent <p>The following three scenarios MUST be used in conjunction with restrictions or consent. The over-ride checkbox alone will not perform any system function.</p> <ol style="list-style-type: none"> 3. Once enrollment begins, to override class capacity*. 4. Once enrollment begins, to override system-checked pre-requisites*. 5. Once enrollment begins, to override reserved/restricted seats*.
2.	<p>Click the Records and Enrollment link.</p> 
3.	<p>Click the Term Processing link.</p> 
4.	<p>Click the Class Permissions link.</p> 
5.	<p>Click the Class Permission Numbers link.</p> 
6.	<p>Type the Term into the Term field.</p>
7.	<p>Type the academic Subject into the Subject Area field.</p>
8.	<p>You can always enter more criteria into your search, if desired.</p> <p>(E.g. Catalog Nbr, Career, Course ID, etc.)</p>
9.	<p>Click the Search button.</p> 
10.	<p>Your results will be displayed.</p> <p>Click the scrollbar.</p>
11.	<p>Select your course from the Search Results.</p>
12.	<p>Be sure you are working on the correct class SECTION.</p> <p>If more than one section of the class is offered, the yellow navigation arrows will be active for your use.</p>
13.	<p>Type the SMU ID into the ID field of the student you are granting permissions to.</p>
14.	<p>Press [Tab] and your student will be recognized by the system.</p>
15.	<p>Click the Save button.</p> 

16.	<p>Additional student SMU ID numbers can be entered. Insert a new row by clicking the plus (+) icon (Add a row button) for each different ID.</p> <p>To remove permissions, use the delete row button (the minus icon). Make sure to select the correct row.</p>
17.	<p>You have now granted permission for this class for each student entered.</p> <p>Note:</p> <ol style="list-style-type: none">1. The student enrolls as usual in the "Student Center" a.k.a. "Student Self-Service" in Access.SMU.2. The system matches the enrollment ID to the IDs on the Permission List to allow the student to complete enrollment. <p>End of Procedure.</p>