

Quick Reference for Class Permissions

Updated April 2011

Good things have happened to Class Permissions. You can still decide who can enroll in the course, but now you have well-defined permission overrides from which to choose. No more worrying about over-enrolling your classes. Requisites Not Met & Consent Required overrides are automatically checked for your convenience and will default for each student you enter. If you wish to override the course capacity, you can still do that by simply checking a box. Otherwise, there must be an available seat for the student's enrollment request to be successful and students will automatically be placed on the waitlist, if they chose that option at the time of class selection.

The Expiration Date still works the same - you can leave the default date or enter an earlier date. You now have the ability to enter in comments, if you wish, indicating why you are granting the permit to this student.

NOTE: Summer or Fall permits entered in the system prior to May 5 will have ALL permission overrides checked in the new system. If a permit has not already been used, you can make a change to it.

Let's take a look.....

Permits you enter will follow the new "Defaults" section.

Permission to Add

Course ID: 000934 Course Offering Nbr: 1
 Academic Institution: CSU Long Beach
 Term: Spring 2011 Undergrad
 Subject Area: BIOL Biology
 Catalog Nbr: 200 General Biology

Class Section Data

Find | View All First 1 of 20 Last

Session: 1 Regular Academic Session Class Nbr: 1211 Class Status: Active
 Class Section: 01A Class Type: Enrollment Section
 Component: Lecture Instructor: Shin, Gary Thomas

Student Specific Permissions

▼ Defaults

Expiration Date: 05/13/2011

Permission Valid For:

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

Assign More Permissions:

Class Permission Data

Customize | Find | First 1 of 1 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		<input type="text"/>		Not Used		05/13/2011 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

NEW FEATURES

Student Information is now displayed in a multi-tabbed format.

General Info tab: You can enter the Student ID and adjust the Expiration Date. You can also, view student name, permission use status, and the permission use date.

Assign More Permissions:

Class Permission Data							
General Info							
Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	
1		<input type="text"/>		Not Used		05/13/2011	<input type="button" value="+"/> <input type="button" value="-"/>

Permission tab: You can check (or uncheck) the Enrollment Overrides for each student ID you enter. Each time you enter a Student ID, the Overrides can be automatically set from the Overrides checked in the Defaults.

Class Permission Data							
Permission							
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1		008030670	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2		007272354	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If you wish to make an enrollment limit exception for a student, you can by checking the Closed Class override on the Permission tab. The student will not only bypass the requisites but they will also bypass the class enrollment limit.

Class Permission Data							
Permission							
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1		008030670	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>


Comments tab: This new feature allows you to indicate why the permission was given, i.e. *Student has pre-req by transfer but course not posted yet.*

Assign More Permissions:

Class Permission Data			
Comments			
Seq #	Number	ID	Comments
1		<input type="text"/>	<input type="text"/>

USING PERMISSION OVERRIDES

Remember the Requisites Not Met & Consent required overrides have been automatically checked



Defaults				
Expiration Date: 05/13/2011				
Permission Valid For:				
Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Closed Class

- This can be used if you wish to make an exception for a student and override the enrollment limit for a class. This option will allow student to bypass the waitlist.
 NOTE: You can exceed the capacity of the classroom if you are not careful.

Requisites Not Met (automatically checked)

- Overrides the requisite restrictions assigned to the class, i.e. *must have C or better in MATH 123*. There must be available seats in order for the student to enroll. In addition, students must still meet any other restrictions assigned to the class for successful enrollment.
 If you do not wish to override the requisites for the course, you should uncheck this box.

Consent Required (automatically checked)

- Overrides the Instructor or Department consent restriction assigned to the class. There must be available seats and students must still meet any other restrictions assigned to the class for successful enrollment.
 If you do not wish to override the consent required for the course, you should uncheck this box.

Career Restriction

- Check this box if you wish to allow an Undergraduate student to enroll in a 500 level class. There must be available seats for successful enrollment.

Permission Time Period

- Not Used by CSULB

For step by step instructions, please refer to the *Issuing Permission* business process guide posted on the CMS website