

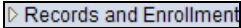
Administration: Permissions and Overrides

Concept

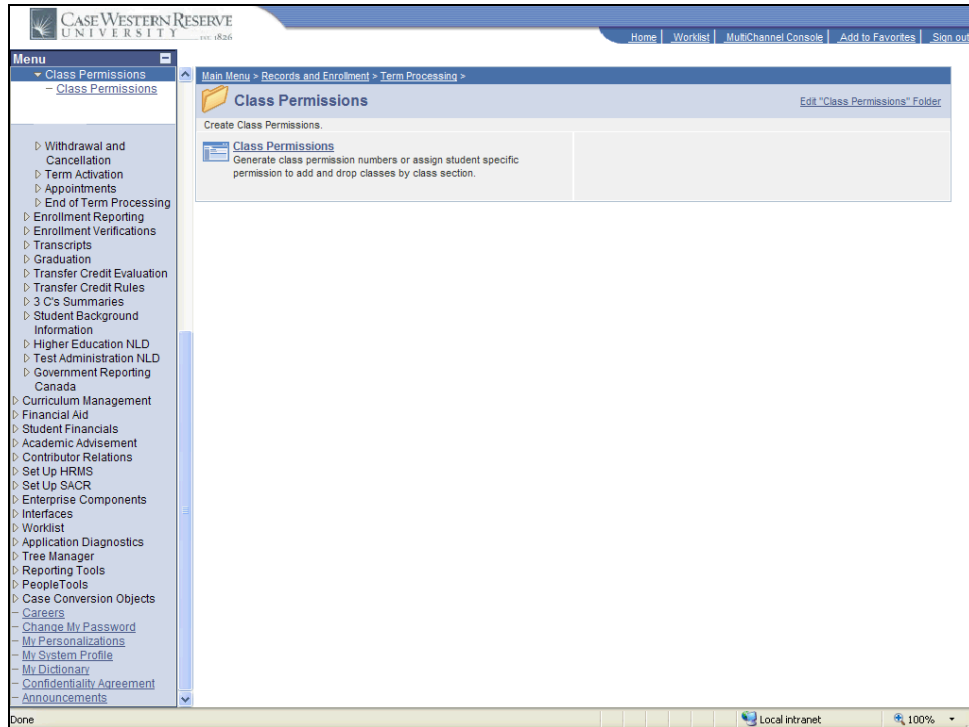
Class Permissions are authorizations that you can associate with a class section and assign to students to use at enrollment time. Class permissions can override conditions such as instructor consent, prerequisites, career restrictions and enrollment limits. Permissions allow a student to add a class as long as the student uses the permission by the expiration date and does not violate overall student unit limitation rules. Once a student is granted permission to enroll, s/he can see the Permission and the class it was issued for on the [Permissions](#) page of the **Enroll** component in their **[Student Center](#)**.

Procedure

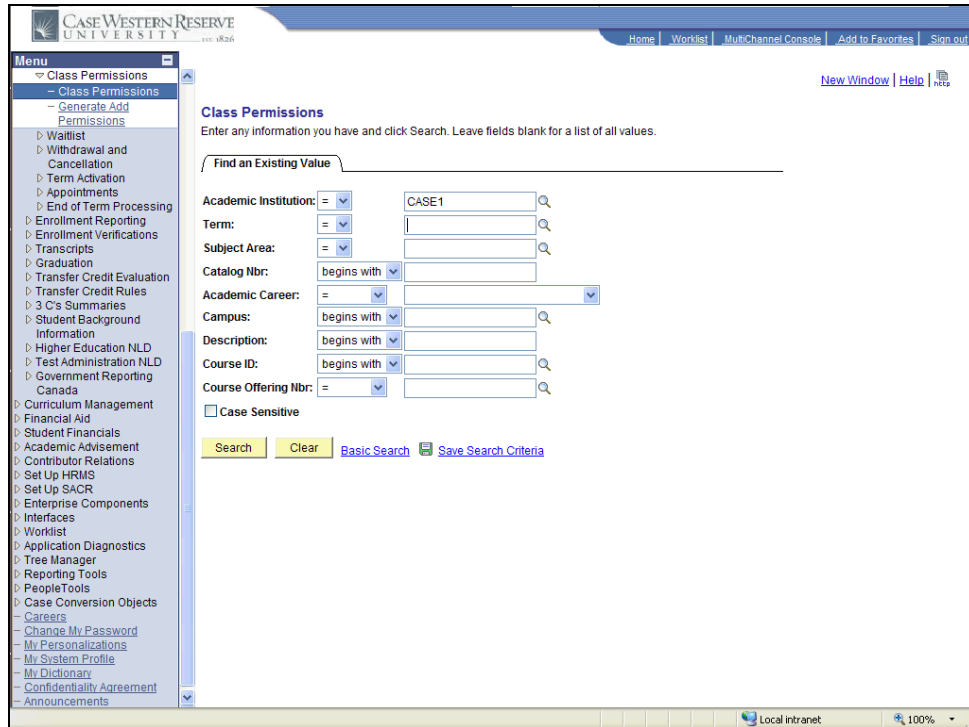
The following business process guide describes how to access and use the **Class Permissions** screen to grant students permission to enroll in a class.

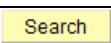
Step	Action
1.	From the main menu, click the Records and Enrollment link. 
2.	Click the Term Processing link.
3.	Click the Class Permissions link.

Student Information System Administration: Permissions and Overrides

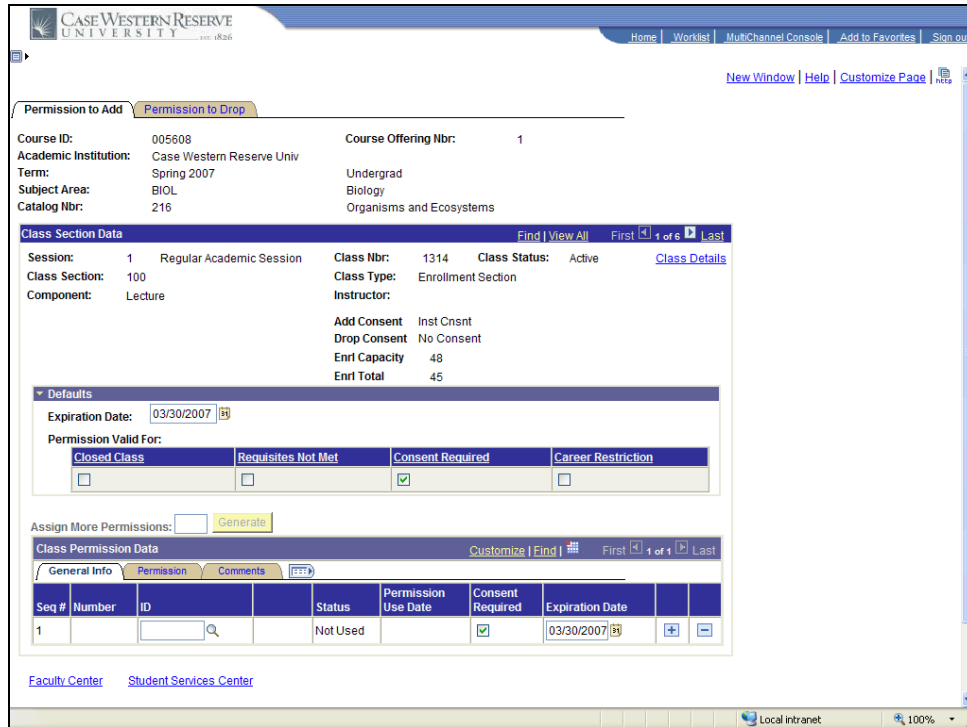


Step	Action
4.	Click the Class Permissions link.



Step	Action
5.	The Class Permissions search screen appears. Use this screen to look up to class to which students are being granted permission to enroll. Confirm the Academic Institution as CASE1 . Type in the value if it is missing.
6.	Enter the term code into the Term field or click the Look up Term button. For example, enter "2071" .
7.	Enter the Subject Area code of the class into the Subject Area field. For example, enter "biol" .
8.	Enter the course catalog number of the class into the Catalog Nbr field. For example, enter "216" .
9.	Click the Search button. 

Student Information System Administration: Permissions and Overrides



Permission to Add **Permission to Drop**

Course ID: 005608 Course Offering Nbr: 1
 Academic Institution: Case Western Reserve Univ
 Term: Spring 2007 Undergrad
 Subject Area: BIOL Biology
 Catalog Nbr: 216 Organisms and Ecosystems

Class Section Data Find | View All First 1 of 6 Last

Session: 1 Regular Academic Session Class Nbr: 1314 Class Status: Active [Class Details](#)
 Class Section: 100 Class Type: Enrollment Section
 Component: Lecture Instructor:
 Add Consent Inst Cnsnt
 Drop Consent No Consent
 Enrl Capacity 48
 Enrl Total 45

Defaults

Expiration Date: 03/30/2007

Permission Valid For:

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

Assign More Permissions: [Generate](#)

Class Permission Data Customize | Find First 1 of 1 Last

General Info **Permission** **Comments**

Seq #	Number	ID	Status	Permission Use Date	Consent Required	Expiration Date
1			Not Used		<input checked="" type="checkbox"/>	03/30/2007


[Faculty Center](#) [Student Services Center](#)

Step	Action
10.	<p>The Permission to Add screen appears.</p> <p>At the top of the screen, the Term in which the course is being offered is listed along with its Subject Area, Catalog Number, and Course Title.</p>

The screenshot displays the 'Class Section Data' section of the system. It includes fields for Course ID (005608), Course Offering Nbr (1), Academic Institution (Case Western Reserve Univ), Term (Spring 2007), Subject Area (BIOL), and Catalog Nbr (216). The 'Class Section Data' table shows one section with details like Session (1), Class Section (100), Component (Lecture), Class Nbr (1314), Class Status (Active), Class Type (Enrollment Section), and Instructor. Below this, the 'Defaults' section shows 'Add Consent' set to 'Inst Cnsnt'. The 'Class Permission Data' table at the bottom shows a single permission entry with 'Consent Required' checked and 'Expiration Date' of 03/30/2007.

Step	Action
11.	In the Class Section Data section, each section of the class has a data row. Look to the blue header to see how many sections exist for a class. In this screenshot example, the class has six sections.
12.	Within that area, each section is described by the following fields: Session Class Section number Component Class Nbr Instructor Add Consent Drop Consent Enrollment Capacity Enrollment Total
13.	In this example, the Add Consent for this class is Inst Cnsnt (Instructor Consent) , which means that the course instructor must issue a Permission for students to enroll.

Student Information System Administration: Permissions and Overrides



Permission to Add **Permission to Drop**

Course ID: 005608 Course Offering Nbr: 1
 Academic Institution: Case Western Reserve Univ
 Term: Spring 2007 Undergrad
 Subject Area: BIOL Biology
 Catalog Nbr: 216 Organisms and Ecosystems

Class Section Data Find | View All First 1 of 6 Last

Session: 1 Regular Academic Session Class Nbr: 1314 Class Status: Active Class Details
 Class Section: 100 Class Type: Enrollment Section
 Component: Lecture Instructor:
 Add Consent Inst Cnsnt
 Drop Consent No Consent
 Enrl Capacity 48
 Enrl Total 45

Defaults

Expiration Date: 03/30/2007
 Permission Valid For:
 Closed Class Requisites Not Met Consent Required Career Restriction

Assign More Permissions: Generate

Class Permission Data Customize | Find First 1 of 1 Last

Seq #	Number	ID	Status	Permission Use Date	Consent Required	Expiration Date
1			Not Used		<input checked="" type="checkbox"/>	03/30/2007

Faculty Center Student Services Center

Step	Action
14.	<p>The Defaults section contains fields that allow you to choose values to default to all student listed under the Class Permission Data section. Using these fields prevents you from having to click the same Permission Options over and over again as you add students to the list.</p> <p>The fields that can be used are: Expiration Date (default) Closed Class Requisites Not Met Consent Required (default) Career Restriction</p>
15.	<p>In the Class Permission Data section, begin by entering the ID of a student to receive permission to enroll into the ID field.</p> <p>If you do not know the student's ID, click the lookup icon to search for the student by last name and first name or Case Network ID.</p>

The screenshot displays the 'Permission to Drop' configuration page in the Student Information System Administration. The page includes the following sections:

- Course Information:** Course ID: 005608, Course Offering Nbr: 1, Academic Institution: Case Western Reserve Univ, Term: Spring 2007, Subject Area: BIOL, Catalog Nbr: 216, Undergrad: Biology, Organisms and Ecosystems.
- Class Section Data:** Session: 1, Regular Academic Session, Class Nbr: 1314, Class Status: Active, Class Type: Enrollment Section, Component: Lecture, Instructor: (blank), Add Consent: Inst Cnsnt, Drop Consent: No Consent, Enrl Capacity: 48, Enrl Total: 45.
- Defaults:** Expiration Date: 03/30/2007. Permission Valid For: Closed Class (checkbox), Requisites Not Met (checkbox), Consent Required (checkbox checked), Career Restriction (checkbox).
- Class Permission Data Table:**

Seq #	Number	ID	Status	Permission Use Date	Consent Required	Expiration Date
1		DEMO1	Not Used		<input checked="" type="checkbox"/>	03/30/2007

Step	Action
16.	<p>The student's name appears to the right of the ID.</p> <p>Click the Permission tab.</p> <p>Permission</p>

Student Information System Administration: Permissions and Overrides

CASE WESTERN RESERVE UNIVERSITY

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

New Window | Help | Customize Page

Permission to Add | **Permission to Drop**

Course ID: 005608 Course Offering Nbr: 1
 Academic Institution: Case Western Reserve Univ
 Term: Spring 2007 Undergrad
 Subject Area: BIOL Biology
 Catalog Nbr: 216 Organisms and Ecosystems

Class Section Data Find | View All First 1 of 6 Last

Session: 1 Regular Academic Session Class Nbr: 1314 Class Status: Active [Class Details](#)
 Class Section: 100 Class Type: Enrollment Section
 Component: Lecture Instructor:
 Add Consent Inst Cnsnt
 Drop Consent No Consent
 Enrl Capacity 48
 Enrl Total 45

▼ Defaults

Expiration Date: 03/30/2007

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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	Career Restriction		
1		DEMO1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

[Faculty Center](#) [Student Services Center](#)

Save | Return to Search | Notify

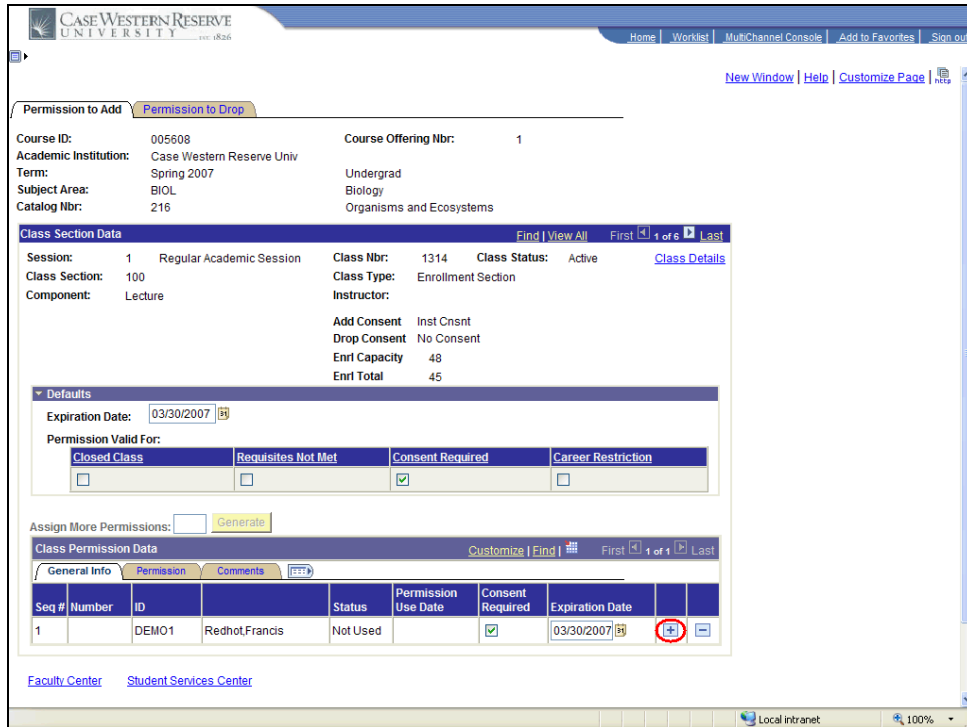
Local intranet 100%

Step	Action
17.	Select any other override Permissions the student needs. Click the Comments tab. Comments


The screenshot displays the 'Permission to Drop' configuration page. It includes fields for Course ID (005608), Academic Institution (Case Western Reserve Univ), Term (Spring 2007), Subject Area (BIOL), and Catalog Nbr (216). Below this is 'Class Section Data' with fields for Session (1), Class Nbr (1314), and Class Status (Active). A 'Defaults' section contains an 'Expiration Date' (03/30/2007) and a 'Permission Valid For' table with checkboxes for 'Closed Class', 'Requisites Not Met', 'Consent Required' (checked), and 'Career Restriction'. At the bottom, there is a 'Class Permission Data' table with one entry: Seq # 1, Number, ID, and Comments (DEMO1).

Step	Action
18.	Use the Comments field to leave the student comments regarding the permission, if applicable. The student will be able to read these comments on the Permission tab of their Student Center Enroll page.
19.	Click the General Info tab. General Info

Student Information System Administration: Permissions and Overrides



The screenshot shows the 'Permission to Add' tab in the system. It displays course details for Course ID 005608, Course Offering Nbr 1, at Case Western Reserve University, Spring 2007, Undergrad level, Subject Area BIOL, and Catalog Nbr 216. The class section data shows Session 1, Class Nbr 1314, Class Status Active, and Class Type Enrollment Section. The instructor is Redhot, Francis. The permission valid for section is checked under 'Consent Required'. Below this, there is a table for 'Class Permission Data' with one row showing a permission for ID DEMO1, Status Not Used, and Expiration Date 03/30/2007. A red circle highlights the '+' icon in the last column of this table.

Step	Action
20.	To add another student to the Permission list, click the Add a new row button. 
21.	A blank row appears. Enter the student's ID as before and select any permission s/he needs other than Consent Required.

Permission to Add | **Permission to Drop**

Course ID: 005608 Course Offering Nbr: 1
 Academic Institution: Case Western Reserve Univ
 Term: Spring 2007 Undergrad
 Subject Area: BIOL Biology
 Catalog Nbr: 216 Organisms and Ecosystems

Class Section Data Find | View All First 1 of 6 Last



Session: 1 Regular Academic Session Class Nbr: 1314 Class Status: Active Class Details
 Class Section: 100 Class Type: Enrollment Section
 Component: Lecture Instructor:
 Add Consent Inst Cnsnt
 Drop Consent No Consent
 Enrl Capacity 48
 Enrl Total 45

▼ Defaults
 Expiration Date: 03/30/2007
 Permission Valid For:
 Closed Class Requisites Not Met Consent Required Career Restriction

Assign More Permissions: Generate

Class Permission Data Customize | Find First 4 of 2 Last Main Content

Seq #	Number	ID	Status	Permission Use Date	Consent Required	Expiration Date
1		DEMO1	Not Used		<input checked="" type="checkbox"/>	03/30/2007
2		DEMO2	Not Used		<input checked="" type="checkbox"/>	03/30/2007

Step	Action
22.	When you are finished adding students to the Permission list for this class section, determine if other sections of this class have students that need permission to enroll as well. If so, click the Show next row button to see the other section(s) and repeat the process of granting permission to students to enroll. 
23.	When finished granting permissions within class sections, click the Save button. 
24.	This completes the process of granting permissions to students to enroll in classes on the Class Permissions page. End of Procedure.