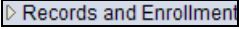
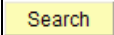


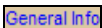





## Administration: Permissions and Overrides

1.	<p>From the main menu, click the <b>Records and Enrollment</b> link.</p> 
2.	<p>Click the <b>Term Processing</b> link.</p>
3.	<p>Click the <b>Class Permissions</b> link.</p>
4.	<p>Click the <b>Class Permissions</b> link.</p>
5.	<p>The <b>Class Permissions</b> search screen appears. Use this screen to look up to class to which you are granting students permission to enroll.</p> <p>Confirm the <b>Academic Institution</b> as <b>CASE1</b>. Type in the value if it is missing.</p>
6.	<p>Enter the term code into the <b>Term</b> field or click the <b>Look up Term</b> button.</p> <p>For example, enter a valid value e.g. "<b>2071</b>".</p>
7.	<p>Enter the Subject Area code of the class into the <b>Subject Area</b> field.</p> <p>For example, enter a valid value e.g. "<b>biol</b>".</p>
8.	<p>Enter the course catalog number of the class into the <b>Catalog Nbr</b> field.</p> <p>For example, enter a valid value e.g. "<b>216</b>".</p>
9.	<p>Click the <b>Search</b> button.</p> 
10.	<p>The <b>Permission to Add</b> 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>
11.	<p>In the <b>Class Section Data</b> 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.</p>

12.	<p>Within that area, each section is described by the following fields:</p> <p><b>Session</b>  <b>Class Section</b> number  <b>Component</b>  <b>Class Nbr</b>  <b>Instructor</b>  <b>Add Consent</b>  <b>Drop Consent</b>  <b>Enrollment Capacity</b>  <b>Enrollment Total</b></p>
13.	<p>In this example, the <b>Add Consent</b> for this class is <b>Inst Cnsnt (Instructor Consent)</b>, which means that the course instructor must issue a Permission for students to enroll.</p>
14.	<p>The <b>Defaults</b> section contains fields that allow you to choose values to default to all student listed under the <b>Class Permission Data</b> 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:  <b>Expiration Date</b> (default)  <b>Closed Class</b>  <b>Requisites Not Met</b>  <b>Consent Required</b> (default)  <b>Career Restriction</b></p>
15.	<p>In the <b>Class Permission Data</b> section, begin by entering the ID of a student to receive permission to enroll into the <b>ID</b> 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>
16.	<p>The student's name appears to the right of the ID.</p> <p>Click the <b>Permission</b> tab.</p> 
17.	<p>Select any other override Permissions the student needs.</p> <p>Click the <b>Comments</b> tab.</p> 
18.	<p>Use the <b>Comments</b> field to leave the student comments regarding the permission, if applicable. The student will be able to read these comments on the <b>Permission</b> tab of their <b>Student Center Enroll</b> page.</p>
19.	<p>Click the <b>General Info</b> tab.</p> 
20.	<p>To add another student to the Permission list, click the <b>Add a new row</b> button.</p> 

21.	A blank row appears. Enter the student's ID as before and select any permission s/he needs other than Consent Required.
22.	<p>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 <b>Show next row</b> button to see the other section(s) and repeat the process of granting permission to students to enroll.</p> 
23.	<p>When finished granting permissions within class sections, click the <b>Save</b> button.</p> 
24.	<p>This completes the process of granting permissions to students to enroll in classes on the <b>Class Permissions</b> page.  <b>End of Procedure.</b></p>