


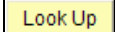






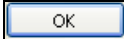



Viewing and Modifying Class Permissions

1.	Beginning on the Student Information System Sign In page, enter your Case Network ID into the User ID field.
2.	Enter the associated Case Network ID password into the Password field.
3.	Click the Sign In button. 
4.	The Faculty Center homepage appears. To the right of the Faculty Center tab are the Class Search and Browse Catalog tabs.
5.	Locate the class for which you want to change permissions in the My Teaching Schedule grid. Click the Permissions icon. 
6.	The Permission to Add screen appears. At the top of the screen are the Term, Subject Area, and Catalog Number for the selected course.
7.	The Class Section Data area contains a data row for each class section. Only one data row shows on the page at a time. By default, the first class section to appear on the Permissions page is section 100, whether or not you are the instructor of record. Be sure to look on the blue header bar to navigate to the correct section. If there is more than one class section for this course in the term, there will be “1 of 2” or “1 of 3,” etc. in the blue header bar. Use the arrow icons to move between data rows, or click the View All link to see all data rows descend down the screen.
8.	Also in the Class Section Data section, there is information on the following: Session, Class Section number, Component, Class Nbr, Class Status, Class Type, Instructor, Add Consent, Drop Consent, Enrollment Capacity and current Enrollment Total .
9.	In this example, the Add Consent is set to Inst Cnsnt (Instructor Consent) which means that the course instructor must issue a Permit in order for students to enroll.
10.	The Defaults section displays fields that allow an instructor to enter values that apply to all students listed in the Class Permission Data section. Selecting information in this section saves the user from having to click the same permission options each time a student is added to the list. The Defaults section does not need to be used unless all students are being granted the same permits. Any permit applied to a student because of a default setting can be removed in the Class Section Data section.

<p>11.</p>	<p>The Expiration Date defaults to the end-date of the Session in which the class takes place.</p> <p>The date may be changed to reflect when the permissions will expire and can no longer be used by the student.</p> <p>For example, an instructor with a closed class may wish to issue five permits, and give each student two days from the current date to use the permit before it expires.</p> <p>Remember, this field is still in the Defaults section. The Expiration Date can be changed by student in the Class Permission Data section below.</p>
<p>12.</p>	<p>Use the Permission Valid For check boxes to indicate which class permissions will be overridden for all students listed in the Class Permission Data section.</p>
<p>13.</p>	<p>In the Class Permission Data section of the page, select the students who will be given permission to enroll in the class, and the specific permits that will be issued to them.</p>
<p>14.</p>	<p>To grant permission, enter the ID for the student. If you do not know the ID number, click the Look up ID icon.</p> 
<p>15.</p>	<p>The Look Up ID page appears.</p> <p>Enter information to locate the student (last name, first name, and/or Case Network ID/Campus ID) into the corresponding field.</p>
<p>16.</p>	<p>Click the Look Up button.</p> 
<p>17.</p>	<p>Search results appear. Click on the row that identifies the correct student.</p> 
<p>18.</p>	<p>Notice that the Consent Required permit selection is already selected for this student because it was selected in the Defaults section.</p> <p>Change the Expiration Date for the permit if desired.</p>
<p>19.</p>	<p>Click the Permission tab.</p> 
<p>20.</p>	<p>The Permission page appears. On this page additional overrides can be granted to the selected student.</p> <p>The Closed Class permit will allow the student to enroll in a class that is closed to enrollment.</p> <p>The Requisites Not Met permit allows the student to register for the class despite not meeting the designated pre- or co-requisites for enrollment.</p>
<p>21.</p>	<p>Click the Comments tab.</p> 
<p>22.</p>	<p>Use the Comments field to type a comment about the permit that the student can see on the Permission tab of the Student Center Enroll page.</p>

23.	Click the General Info tab. 
24.	To add another student to the list of permits, click the Add a new row button. 
25.	When the new row appears, repeat the steps of entering the student's ID number (or looking it up) and determining the permits to grant.
26.	To remove a student from the permit list, click the Delete row button. Note: Once the permit is used by the student to register for the course, it cannot be revoked. 
27.	Click the OK button. 
28.	When the permit is used by the student, the Status field will change to <i>Used</i> and the Permission Use Date field will hold the date that the student used the permit.
29.	When finished entering students to permit into the class, click the Save button. This page can be accessed again in the future to grant more permits if the need arises. 
30.	This completes the steps to view and modify class permissions. End of Procedure.