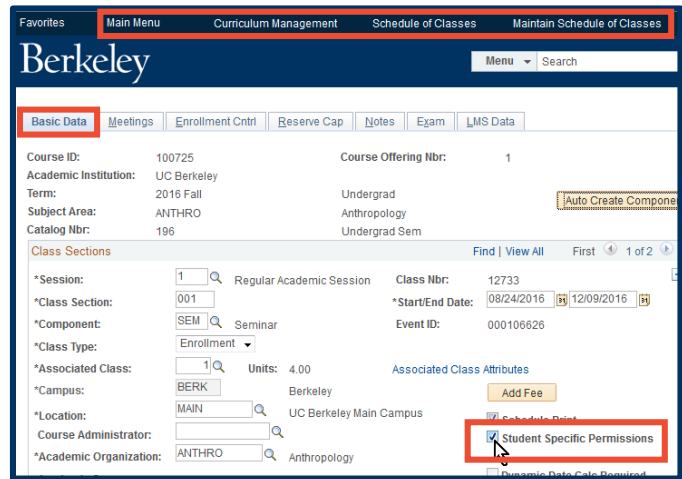


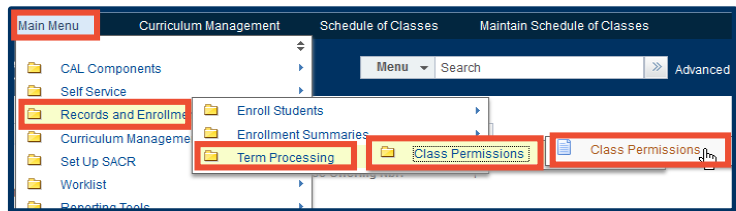
# How to Assign Student Specific Permissions

Student Specific Permissions is a new functionality offered in Campus Solutions. Student Specific Permissions can be used when the class is set to Dept/Inst Consent, the Reserve Cap of #000055, Enrollment Permission Only, is set for the entirety of a class or to grant permission for specific students (who otherwise would not qualify) to enroll in a class.

1. First, make sure the **Student Specific Permissions** checkbox is checked on the **Basic Data** tab (separately for each **Enrollment** section, if needed) in **Maintain Schedule of Classes**.

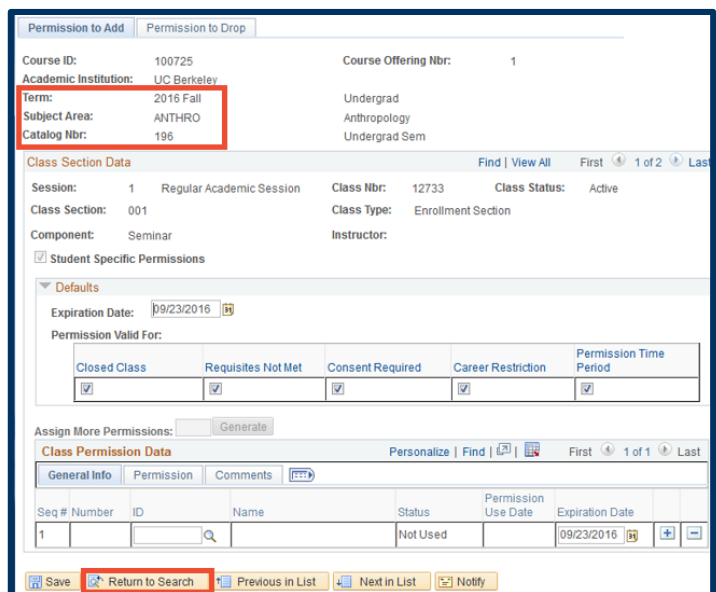


2. From there, or from **Home**, navigate through the **Main Menu** to: **Records and Enrollment > Term Processing > Class Permissions > Class Permissions**.



3. If you are navigating to **Class Permissions** from a class record page, such as from **Maintain Schedule of Classes** pictured in step #2, **Class Permissions** will open to the same **Subject Area** and **Catalog Nbr** you were just viewing.

If you were going to work on a different class record, click the **Return to Search** button at the bottom of the page to enter new search criteria.



**WARNING:**

>> You must assign Student Specific Permissions on the **Enrollment** section(s) of the class. This will cover any required **Non-Enrollment** section(s), such as labs or discussion sections.

>> The **Class Permissions** page displays the sections of your class in order of the **Class Nbr** and *not* by the **Class Section** number.

- This page defaults to show the **Permission to Add** tab.

This example shows that the first section displayed is an “Enrollment Section.”

If the first section displayed was a “Non-Enroll” section, you can use the arrow buttons to find the **Enrollment** section(s).

Note the checkmark by **Student Specific Permissions**. You cannot check and uncheck this button on this page. You can only change it by going back to the **Basic Data** tab in **Maintain Schedule of Classes**.

- In the **Defaults** section of the page, the **Expiration Date** can be changed to a date of your choosing.

Select which restrictions the permission will override for the student.

6. Since the **Student Specific Permissions** box is checked, the **Generate** button is now greyed out.
7. Enter a student ID number in the **ID** field. You can also use the look up icon (🔍) to search for a student by name.
8. Click the plus button (+) to add new rows to enter additional students.
9. Click the **SAVE** button at the bottom of the page when finished.

Term: 2016 Fall      Undergrad  
 Subject Area: ANTHRO      Anthropology  
 Catalog Nbr: 196      Undergrad Sem

**Class Section Data**      Find | View All      First 1 of 2 Last

Session: 1 Regular Academic Session      Class Nbr: 12733      Class Status: Active  
 Class Section: 001      Class Type: Enrollment Section  
 Component: Seminar      Instructor:

Student Specific Permissions

Defaults

Expiration Date: 09/23/2016

Permission Valid For:

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

Assign More Permissions:

**Class Permission Data**      Personalize | Find | 1 of 1 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	
1		<input type="text"/>		Not Used		09/23/2016	<input type="button" value="+"/> <input type="button" value="-"/>

### Support:

For questions or assistance, please contact SIS Production Support:

- Email: [sishelp@berkeley.edu](mailto:sishelp@berkeley.edu)
- Call 510-664-9000 (press option 6)
- Submit a ticket: [https://shared-services-help.berkeley.edu/new\\_ticket/it](https://shared-services-help.berkeley.edu/new_ticket/it)