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.

4. 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.

5. 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.

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**Support:**

For questions or assistance, please contact SIS Production Support:

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