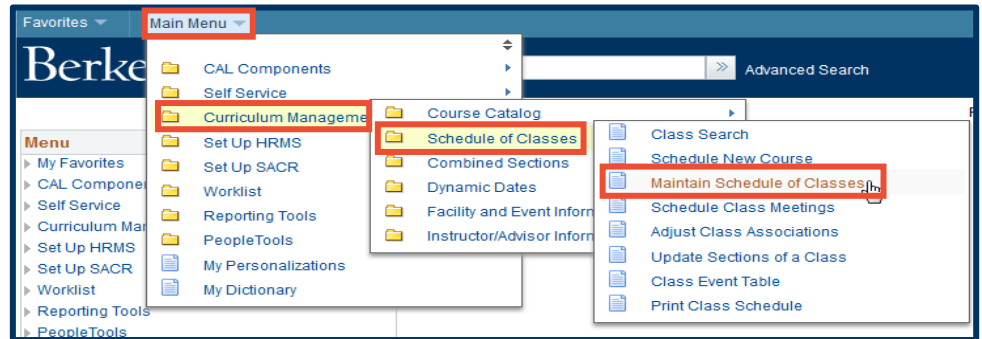


## How to Control Enrollment using Add/Drop Consent (Using Permission Numbers or Student IDs)

To setup a whole class as requiring permission, the class sections will need to be set up before enrollment starts.

- From the **Main Menu**, navigate to:  
**Curriculum Management >**  
**Schedule of Classes >**  
**Maintain Schedule of Classes.**



- Under **Search Criteria**, use the look up table (🔍) or enter the **Term**, **Subject Area**, and **Catalog Nbr** of the class you would like to edit.

**Maintain Schedule of Classes**

Enter any information you have and click Search. Leave fields blank for a list of all values.

▼ **Search Criteria**

Use Saved Search:

Academic Institution	=	<input type="text" value="UCB01"/>	<input type="button" value="🔍"/>
Term	=	<input type="text" value="2158"/>	<input type="button" value="🔍"/>
Subject Area	=	<input type="text" value="ANTHRO"/>	<input type="button" value="🔍"/>
Catalog Nbr	begins with	<input type="text" value="157"/>	
Academic Career	=	<input type="text"/>	
Campus	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Description	begins with	<input type="text"/>	
Course ID	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Course Offering Nbr	=	<input type="text"/>	<input type="button" value="🔍"/>
Academic Organization	begins with	<input type="text"/>	

Case Sensitive

- Click **Search**.

The **Basic Data** page for the class will appear next.

**NOTE:** If a list of classes appears below the **Search** button, click the link for the intended class to get to the **Basic Data** page.

- On the **Enrollment Control** tab, chose the **Type of Consent Required**. Choosing either “Department Consent” or “Instructor Consent” informs the student who to contact to get **Add or Drop consent**.)

Basic Data | Meetings | **Enrollment Control** | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 114496 Course Offering Nbr 1  
 Academic Institution UC Berkeley  
 Term 2018 Spring Undergrad  
 Subject Area MATH Mathematics  
 Catalog Nbr 1A CALCULUS

**Enrollment Control** Find | View All First 1 of 13 Last

Session 1 Regular Academic Session Class Nbr 26380  
 Class Section 001 Component Lecture Event ID  
 Associated Class 1 Units 4.00

\*Class Status **Active** Cancel Class

Class Type Enrollment Enrollment Status Open

\*Type of Consent Required **No Special Consent Required**  
 \*Type of Consent Required **No Special Consent Required**

1st Auto Enroll Section  
 2nd Auto Enroll Section  
 Resection to Section

Auto Enroll from Wait List  Cancel if Student Enrolled

Requested Room Capacity 408 Total  
 Enrollment Capacity 310 0  
 Wait List Capacity 0  
 Minimum Enrollment Nbr

Save Return to Search Previous in List Next in List Notify

- After the **Add or Drop Consent** is set, go back to the **Basic Data** tab, where the decision on whether the permission is student specific or number is selected.

Class Type Enrollment Enrollment Status Open

\*Type of Consent Required **Department Consent Required**  
 \*Type of Consent Required **No Special Consent Required**

Requested Room Capacity 408 Total  
 Enrollment Capacity 310 0

If the **check box is NOT selected, permission numbers will be used.**

- Navigate to **Records and Enrollment>Term Processing>Class Permissions>Class Permissions**. Enter the number of permissions you need in **Assign More Permissions** and click the **Generate** button.

**Basic Data** | Meetings | Enrollment Control | Reserve Cap | Notes | Exam | LMS Data | Textbook | GL Interface

Course ID 114496 Course Offering Nbr 1  
 Academic Institution UC Berkeley  
 Term 2018 Spring Undergrad  
 Subject Area MATH Mathematics  
 Catalog Nbr 1A CALCULUS

Auto Create Component

**Class Sections** Find | View All First 1 of 13 Last

\*Session 1 Regular Academic Session Class Nbr 26380  
 \*Class Section 001 \*Start/End Date 01/16/2018 05/04/2018  
 \*Component LEC Lecture Event ID  
 \*Class Type Enrollment Section  
 \*Associated Class 1 Units 4.00 Associated Class Attributes

\*Campus BERK Berkeley Add Fee  
 \*Location MAIN UC Berkeley Main Campus  
 Course Administrator  
 \*Academic Organization MATH Mathematics

Academic Group CLS College of Letters and Science  
 \*Holiday Schedule UCB01 UCB Non-Instructional Days  
 \*Instruction Mode P In-Person

Primary Instr Section 001

Schedule Print  
 **Student Specific Permissions**  
 Dynamic Date Calc Required  
 Generate Class Mtg Attendance  
 Sync Attendance with Class Mtg  
 GL Interface Required

Permission to Add | Permission to Drop

Course ID 114495 Course Offering Nbr 1  
 Academic Institution UC Berkeley  
 Term 2018 Spring Underprint  
 Subject Area MATH Mathematics  
 Catalog Nbr 1A CAL.CULUS

Class Section Data Find | View All First 1 of 13 Last

Session 1 Regular Academic Session Class Nbr 20380 Class Status Active  
 Class Section C01 Class Type Enrollment Section  
 Component Section Instructor

Student Specific Permissions

▼ Defaults

Expiration Date 05/04/2018

Permission Valid For

Closed Class	Registrar Not Met	Current Required	Course Restriction	Prerequisite 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 10   Set All Permissions to Issued

Class Permission Data Personalize | Find | First 1 of 10 Last

General Info | Exemption | Comments | 100%

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	440371			<input type="checkbox"/>			Not Used		05/04/2018
2	79961			<input type="checkbox"/>			Not Used		05/04/2018
3	47445			<input type="checkbox"/>			Not Used		05/04/2018
4	987976			<input type="checkbox"/>			Not Used		05/04/2018
5	758814			<input type="checkbox"/>			Not Used		05/04/2018
6	598823			<input type="checkbox"/>			Not Used		05/04/2018
7	543606			<input type="checkbox"/>			Not Used		05/04/2018
8	285310			<input type="checkbox"/>			Not Used		05/04/2018
9	100119			<input type="checkbox"/>			Not Used		05/04/2018
10	562881			<input type="checkbox"/>			Not Used		05/04/2018

7. If the **Student Specific Permissions check box is checked** (as set on the Basic Data tab, see #5 above), you will be able to enter specific **Student ID** numbers in the **Class Permission Data** section, allowing them to enroll.

Permission to Add
Permission to Drop

Course ID 114496      Course Offering Nbr 1

Academic Institution UC Berkeley

Term 2018 Spring      Undergrad

Subject Area MATH      Mathematics

Catalog Nbr 1A      CALCULUS

**Class Section Data** Find | View All    First 1 of 13 Last

Session 1 Regular Academic Session      Class Nbr 26380      Class Status Active

Class Section 001      Class Type Enrollment Section

Component Lecture      Instructor

**Student Specific Permissions**

▼ Defaults

Expiration Date 05/04/2018

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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		05/04/2018	+	-

**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**)

For additional SIS resources, please visit:

- <http://sis.berkeley.edu/training>