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.

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

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

3. 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.
4. 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.

5. 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.

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

6. 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.
### How to Control Enrollment using Add/Drop Consent

[Image of a web interface showing a table with rows and columns, possibly using a software like Adobe Photoshop to organize the data into a readable format.]

#### Technical Details

- **Course ID:** 114405
- **Academic Institution:** UC Berkeley
- **Term:** Spring 2018
- **Subject Area:** MATH
- **Catalog Info:** TA

#### Enrollment Details

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<th>Seq #</th>
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<th>Issued By</th>
<th>Issued Date</th>
<th>Status</th>
<th>Permission Use Date</th>
<th>Expiration Date</th>
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</table>

**Assign More Permissions**  ![Checkbox]

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*Note: The image contains a web interface for enrolling students, with options for assigning permissions and managing enrollment details.*
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.

**Support:**

For questions or assistance, please contact SIS Production Support:

- Email: sishelp@berkeley.edu
- Call **510-664-9000** (press option 6)

For additional SIS resources, please visit:

- [http://sis.berkeley.edu/training](http://sis.berkeley.edu/training)