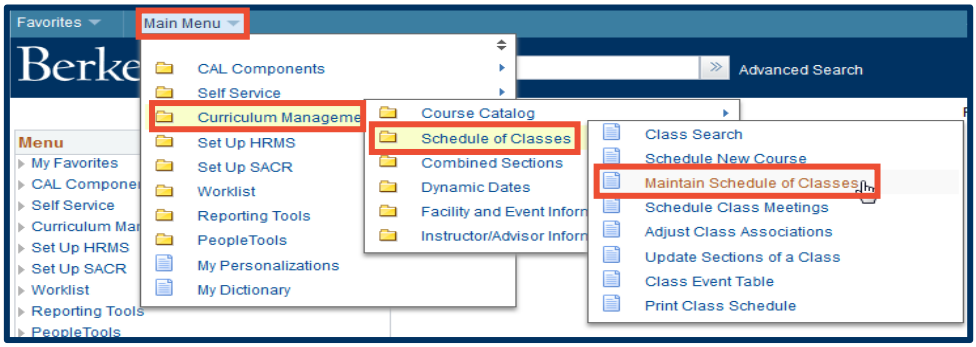
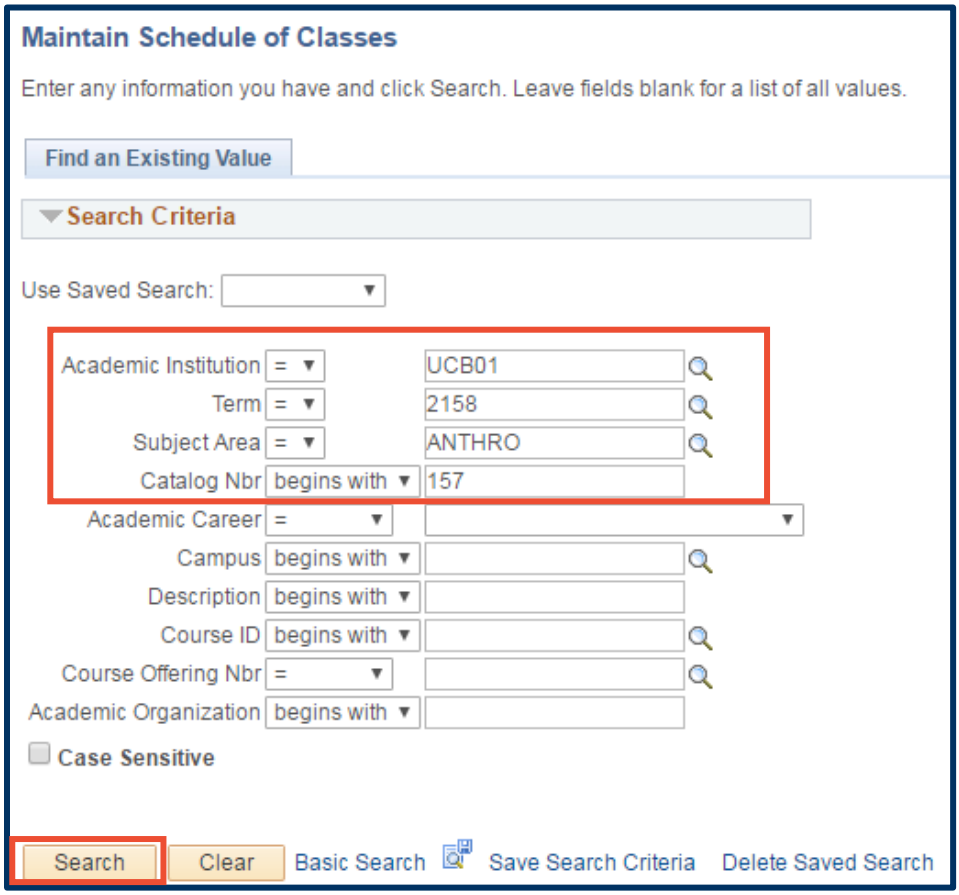
How to Control Enrollment using Add/Drop Consent
(Using Permission Numbers or Student IDs)

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 ( ) or enter the **Term**, **Subject Area**, and **Catalog Nbr** of the class you would like to edit.

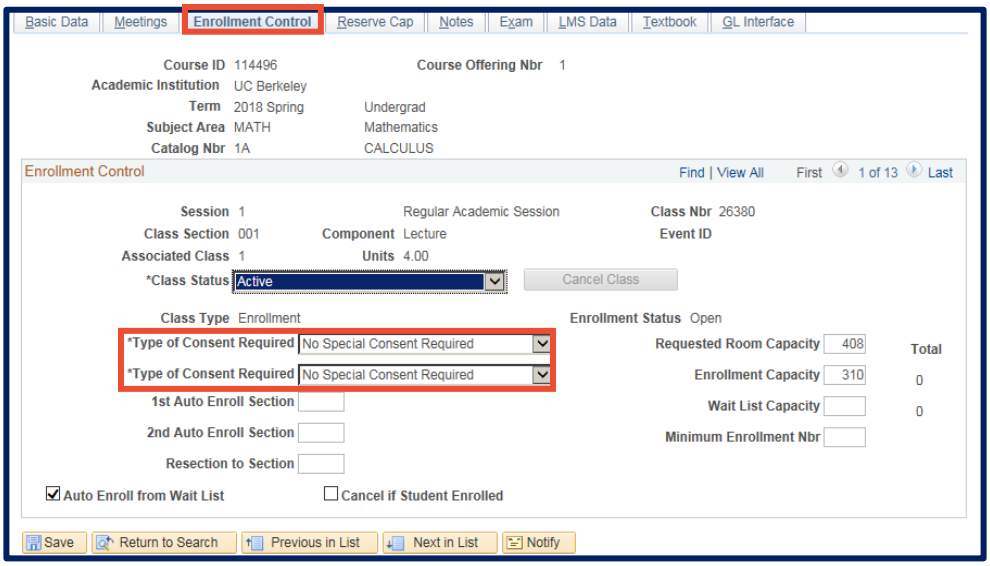


3. Click **Search**.

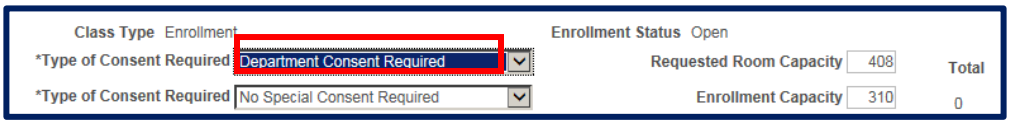
   The **Basic Data** page for the class will appear next.

   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**.)

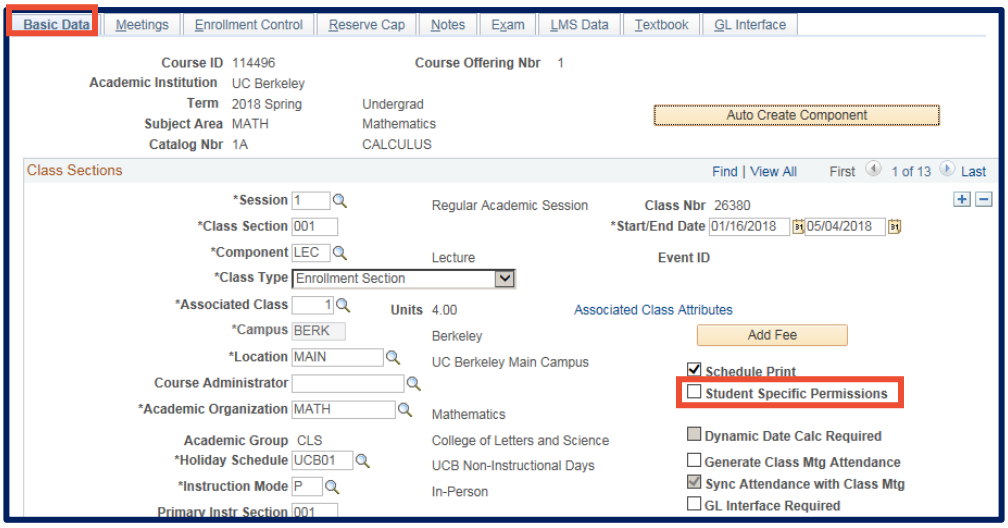


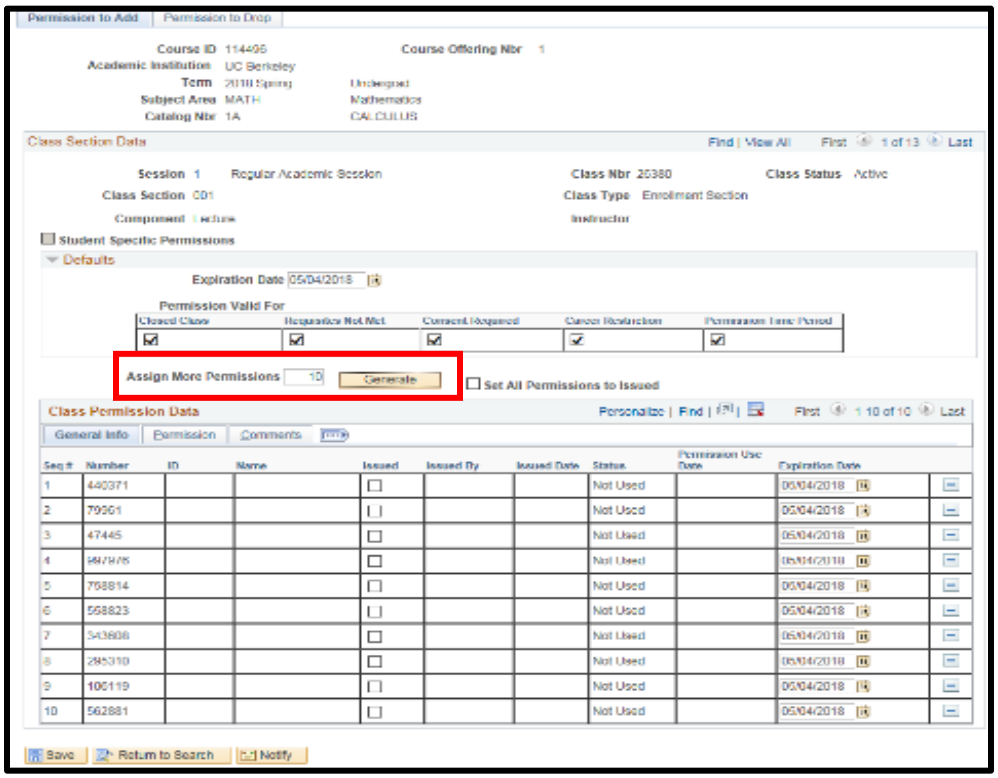
5. After the **Add or Drop Consent** is set, go back to the **Basic Data** tab, where the decision on whether the permission is student specific or number is selected.



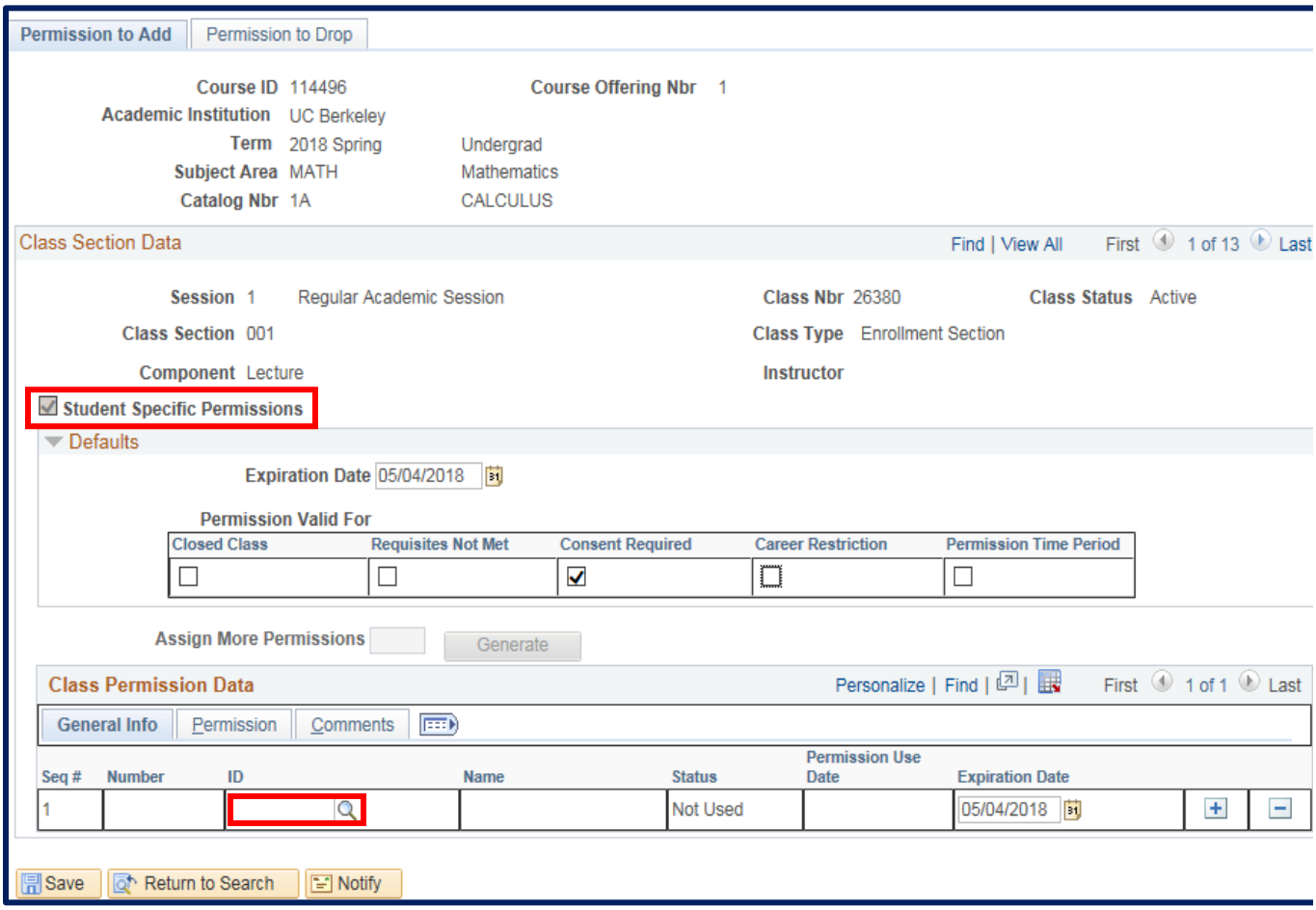
If the **check box is NOT selected, permission numbers will be used.**

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.




Permission to Add
Permission to Drop
Course ID 114495
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 20380
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
Assign More Permissions 10 Generate
Set All Permissions to Issued
Class Permission Data
Personalize | Find | First 1-10 of 10 Last
General Info
Permission
Comments
Seq # Number ID Name Issued Issued By Issued Date Status Permission Use Date Expiration Date
1 440371 Not Used 05/04/2018
2 79901 Not Used 05/04/2018
3 47445 Not Used 05/04/2018
4 Not Used 05/04/2018
5 798814 Not Used 05/04/2018
6 568823 Not Used 05/04/2018
7 543808 Not Used 05/04/2018
8 285310 Not Used 05/04/2018
9 100119 Not Used 05/04/2018
10 562881 Not Used 05/04/2018
Save
Return to Search
Notify

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