

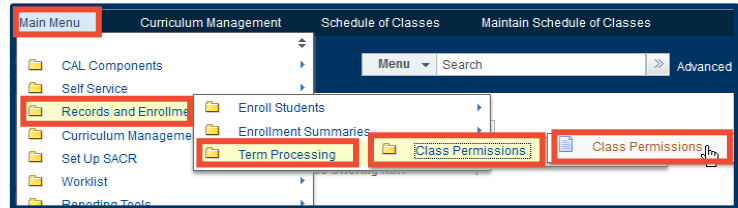
How to Use Student Specific Permissions

Student Specific Permissions are used when a class is set to Dept/Inst Consent, Enrollment Permission Only, or when permission is granted for specific students (who otherwise would not qualify) to enroll in a class.

1. Navigate to: **Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.** “Check” the **Student Specific Permissions** checkbox is checked on the **Basic Data** tab (separately for each **Enrollment** section, if needed).

Select **Save**.

2. Then, navigate through the **Main Menu** to: **Records and Enrollment > Term Processing > Class Permissions > Class Permissions.**



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

This example shows that the first section displayed in the **Class Type** field is an **Enrollment Section**.

If the first section displayed was a “Non-Enroll” section, you can use the arrow buttons on the right 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**.

Permission to Add | Permission to Drop

Course ID: 100725 | Course Offering Nbr: 1
 Academic Institution: UC Berkeley
 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 | First | 1 of 1 | Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1				Not Used		09/23/2016

4. In the Defaults section, select only the restriction(s) the permission will override for the student. For example, classes set to Dept/Inst. Consent, select the **Consent Required** box.

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

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General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
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Closed Class – This will allow an override on any Requirement Group restrictions. It also creates the potential to override your total enrollment cap for the Enrollment and/or any Non-Enroll class sections. Be careful.

Requisites Not Met – This is not in use yet. In the future, it will allow enrollment for a student who has not met the required requisites for a class.

Consent Required – This must be checked when you have changed the Add Consent field for the class to Dept or Instr Consent.

Career Restriction – Check this box to allow Undergrads to enroll in Grad classes.

Permission Time Period – Not used for UCB enrollment process

WARNING:

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

>> Assigning Student Specific Permissions on the **Enrollment** section(s) of the class will cover any required **Non-Enrollment** section(s). Use the arrow on the far right of the **Class Section Data** section to find the appropriate Enrollment Section.

- In the **Defaults** section of the page, you can also change the **Expiration Date** to a date of your choosing.

NOTE: Permissions will not override a student's time conflict.

This screenshot shows the 'Defaults' section of the interface. The 'Expiration Date' is set to 09/23/2016. Below it, the 'Permission Valid For' section contains a table with columns: Closed Class, Requisites Not Met, Consent Required, Career Restriction, and Permission Time Period. The 'Closed Class' and 'Consent Required' checkboxes are checked.

- Since the **Student Specific Permissions** box is checked, the **Generate** button is now greyed out.

- Enter a student ID number in the ID field. You can also use the look up icon (🔍) to search for a student by name.

This screenshot shows the 'Class Section Data' and 'Class Permission Data' sections. In 'Class Section Data', the 'Student Specific Permissions' checkbox is checked. In 'Class Permission Data', the 'Generate' button is greyed out. A table below has columns for Seq #, Number, ID, Name, Status, Permission Use Date, and Expiration Date. The 'ID' field is highlighted with a search icon. At the bottom, there are 'Save', 'Return to Search', and 'Notify' buttons.

- Select the plus button (+) to add new rows to enter additional students.
- Select the **SAVE** button at the bottom of the page when finished.

Support:

For questions or assistance, please contact SIS Production Support:

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