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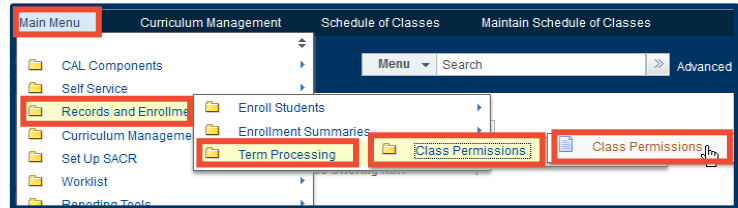
3. This page defaults to show the **Permission to Add** tab.

   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**.



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.



**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.

5. 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.

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. Select the plus button ➕ to add new rows to enter additional students.

9. 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**)