

Class Permissions

Grant permission for a student to enroll in a course.

Name of Process:	Adding Class Permissions Student Specific		
Breadcrumb:	Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions		
Query (ies)			
Run Controls:			
Process Owner:	Anthony Cosio and Barbara Pita		
PantherSoft Support:	No		
SR TIDAL:	No		
Start Date:			
End Date:			
Notes:	<i>Students Specific Permissions are used to grant permission to a specific student. The Specific Permission check box is managed in the Basic Data tab of Maintain Schedule of Classes page. Security access to edit that field is not included in Class Permissions security role.</i>		
Created By:	Anthony Cosio	Last Updated By:	Anthony Cosio
Date Created:	7/25/2017	Last Revision Date:	7/25/2017

<p>1. Enter Term, Subject Area and Catalog Number and Search</p>	<div style="border: 1px solid #ccc; padding: 5px;"> <p style="font-size: small; margin: 0;">Favorites Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions </p> <p>Class Permissions</p> <p style="font-size: x-small; margin: 0;">Enter any information you have and click Search. Leave fields blank for a list of all values.</p> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; background-color: #f0f0f0;">Find an Existing Value</div> <div style="border: 1px solid #ccc; padding: 2px; margin-bottom: 5px; background-color: #f0f0f0;">Search Criteria</div> <p>Use Saved Search: <input type="text" value=""/></p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%; font-size: x-small;">Academic Institution:</td> <td style="width: 5%; text-align: center;">=</td> <td style="width: 5%; text-align: center;">v</td> <td style="width: 55%;"><input type="text" value="FIU01"/></td> <td style="width: 5%; text-align: center;"></td> </tr> <tr> <td style="font-size: x-small;">Term:</td> <td style="text-align: center;">=</td> <td style="text-align: center;">v</td> <td><input type="text" value="1181"/></td> <td style="text-align: center;"></td> </tr> <tr> <td style="font-size: x-small;">Subject Area:</td> <td style="text-align: center;">=</td> <td style="text-align: center;">v</td> <td><input type="text" value="MAC"/></td> <td style="text-align: center;"></td> </tr> <tr> <td style="font-size: x-small;">Catalog Nbr:</td> <td style="text-align: center;">begins with</td> <td style="text-align: center;">v</td> <td><input type="text" value="1105"/></td> <td></td> </tr> <tr> <td style="font-size: x-small;">Academic Career:</td> <td style="text-align: center;">=</td> <td style="text-align: center;">v</td> <td><input type="text"/></td> <td style="text-align: center;">v</td> </tr> <tr> <td style="font-size: x-small;">Campus:</td> <td style="text-align: center;">begins with</td> <td style="text-align: center;">v</td> <td><input type="text"/></td> <td style="text-align: center;"></td> </tr> <tr> <td style="font-size: x-small;">Description:</td> <td style="text-align: center;">begins with</td> <td style="text-align: center;">v</td> <td><input type="text"/></td> <td></td> </tr> <tr> <td style="font-size: x-small;">Course ID:</td> <td style="text-align: center;">begins with</td> <td style="text-align: center;">v</td> <td><input type="text"/></td> <td style="text-align: center;"></td> </tr> <tr> <td style="font-size: x-small;">Course Offering Nbr:</td> <td style="text-align: center;">=</td> <td style="text-align: center;">v</td> <td><input type="text"/></td> <td style="text-align: center;"></td> </tr> <tr> <td style="font-size: x-small;">Academic Organization:</td> <td style="text-align: center;">begins with</td> <td style="text-align: center;">v</td> <td><input type="text"/></td> <td></td> </tr> </table> <p><input type="checkbox"/> Case Sensitive</p> <p style="font-size: x-small;">Limit the number of results to (up to 300): <input type="text" value="300"/></p> <div style="margin-top: 5px;"> <input type="button" value="Search"/> <input type="button" value="Clear"/> Basic Search <input type="button" value="Save Search Criteria"/> Delete Saved Search </div> </div>	Academic Institution:	=	v	<input type="text" value="FIU01"/>		Term:	=	v	<input type="text" value="1181"/>		Subject Area:	=	v	<input type="text" value="MAC"/>		Catalog Nbr:	begins with	v	<input type="text" value="1105"/>		Academic Career:	=	v	<input type="text"/>	v	Campus:	begins with	v	<input type="text"/>		Description:	begins with	v	<input type="text"/>		Course ID:	begins with	v	<input type="text"/>		Course Offering Nbr:	=	v	<input type="text"/>		Academic Organization:	begins with	v	<input type="text"/>	
Academic Institution:	=	v	<input type="text" value="FIU01"/>																																																
Term:	=	v	<input type="text" value="1181"/>																																																
Subject Area:	=	v	<input type="text" value="MAC"/>																																																
Catalog Nbr:	begins with	v	<input type="text" value="1105"/>																																																
Academic Career:	=	v	<input type="text"/>	v																																															
Campus:	begins with	v	<input type="text"/>																																																
Description:	begins with	v	<input type="text"/>																																																
Course ID:	begins with	v	<input type="text"/>																																																
Course Offering Nbr:	=	v	<input type="text"/>																																																
Academic Organization:	begins with	v	<input type="text"/>																																																

- Select Class Section for which permission will be generated and verify course is set to Student Specific Permissions

Permission to Add | Permission to Drop

Course ID: 022317 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Spring Term 2018 Undergrad
 Subject Area: MAC Mathematics - Calculus and Pre
 Catalog Nbr: 1105 College Algebra

Class Section Data Find | View All First 1 of 9 Last

Session: 1 Regular Academic Session Class Nbr: 14442 Class Status: Active
 Class Section: U01 Class Type: Enrollment Section
 Component: Class Lecture Instructor: Menon Narayanankutty,Lakshmy

Student Specific Permissions

Defaults

Expiration Date: 01/15/2018

Permission Valid For:

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

Assign More Permissions: Generate

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		01/15/2018

- Default expiration date will automatically set to last day to add/drop for the term. Do NOT check Closed Class as a default.

Permission to Add | Permission to Drop

Course ID: 022317 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Spring Term 2018 Undergrad
 Subject Area: MAC Mathematics - Calculus and Pre
 Catalog Nbr: 1105 College Algebra

Class Section Data Find | View All First 1 of 9 Last

Session: 1 Regular Academic Session Class Nbr: 14442 Class Status: Active
 Class Section: U01 Class Type: Enrollment Section
 Component: Class Lecture Instructor: Menon Narayanankutty,Lakshmy

Student Specific Permissions

Defaults

Expiration Date: 01/15/2018

Permission Valid For:

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

Assign More Permissions: Generate

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		01/15/2018

- Enter student ID and click save. Rows may be added or subtracted by clicking + and – signs. Default expiration date may be changed on a case by case basis.

Permission to Add | Permission to Drop

Course ID: 022317 Course Offering Nbr: 1
 Academic Institution: Florida International Univ Undergrad
 Term: Spring Term 2018 Mathematics - Calculus and Pre
 Subject Area: MAC College Algebra
 Catalog Nbr: 1105

Class Section Data Find | View All First 1 of 9 Last

Session: 1 Regular Academic Session Class Nbr: 14442 Class Status: Active
 Class Section: U01 Class Type: Enrollment Section
 Component: Class Lecture Instructor: Menon Narayanankutty,Lakshmy

Student Specific Permissions

Defaults
 Expiration Date: 01/15/2018

Permission Valid For:

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

Assign More Permissions: Generate

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		2106312	Cosio,Anthony Joseph	Not Used		01/15/2018		

Save | Return to Search | Previous in List | Next in List | Notify

- Default permission validity may be changed by clicking the Permission tab. This is where permission to enroll in a Closed Class should be granted.

Permission to Add | Permission to Drop

Course ID: 022317 Course Offering Nbr: 1
 Academic Institution: Florida International Univ Undergrad
 Term: Spring Term 2018 Mathematics - Calculus and Pre
 Subject Area: MAC College Algebra
 Catalog Nbr: 1105

Class Section Data Find | View All First 1 of 9 Last

Session: 1 Regular Academic Session Class Nbr: 14442 Class Status: Active
 Class Section: U01 Class Type: Enrollment Section
 Component: Class Lecture Instructor: Menon Narayanankutty,Lakshmy

Student Specific Permissions

Defaults
 Expiration Date: 01/15/2018

Permission Valid For:

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

Assign More Permissions: Generate

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

General Info | **Permission** | Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		2106312	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Save | Return to Search | Previous in List | Next in List | Notify

Name of Process:	Adding Class Permissions		
Breadcrumb:	Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions		
Query (ies)			
Run Controls:			
Process Owner:	Anthony Cosio and Barbara Pita		
PantherSoft Support:	No		
SR TIDAL:	No		
Start Date:			
End Date:			
Notes:	<i>This method of class permissions is to issue permission numbers which students use when enrolling in a section of a class.</i>		
Created By:	Anthony Cosio	Last Updated By:	Anthony Cosio
Date Created:	7/25/2017	Last Revision Date:	7/25/2017

1. Enter Term, Subject Area and Catalog Number and Search

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Term Processing](#) > [Class Permissions](#) > [Class Permissions](#)

Class Permissions

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

Find an Existing Value

Search Criteria

Use Saved Search:

Academic Institution:	=	<input type="text" value="v"/>	<input type="text" value="FIU01"/>	
Term:	=	<input type="text" value="v"/>	<input type="text" value="1181"/>	
Subject Area:	=	<input type="text" value="v"/>	<input type="text" value="MAC"/>	
Catalog Nbr:	begins with	<input type="text" value="v"/>	<input type="text" value="1105"/>	
Academic Career:	=	<input type="text" value="v"/>	<input type="text"/>	<input type="text"/>
Campus:	begins with	<input type="text" value="v"/>	<input type="text"/>	
Description:	begins with	<input type="text" value="v"/>	<input type="text"/>	
Course ID:	begins with	<input type="text" value="v"/>	<input type="text"/>	
Course Offering Nbr:	=	<input type="text" value="v"/>	<input type="text"/>	
Academic Organization:	begins with	<input type="text" value="v"/>	<input type="text"/>	

Case Sensitive

Limit the number of results to (up to 300):

[Basic Search](#)
 [Save Search Criteria](#)
[Delete Saved Search](#)

- Select Class Section for which permission will be generated and verify course is NOT set to Student Specific Permissions

Permission to Add | Permission to Drop

Course ID: 022317 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Spring Term 2018 Undergrad
 Subject Area: MAC Mathematics - Calculus and Pre
 Catalog Nbr: 1105 College Algebra

Class Section Data Find | View All First 1 of 9 Last

Session: 1 Regular Academic Session Class Nbr: 14442 Class Status: Active
 Class Section: U01 Class Type: Enrollment Section
 Component: Class Lecture Instructor: Menon Narayanankutty,Lakshmy

Student Specific Permissions

Defaults

Expiration Date: 01/15/2018

Permission Valid For:

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

Assign More Permissions: Generate Set All Permissions to Issued

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

General Info | Permission | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input type="checkbox"/>			Not Used		01/15/2018

- Default expiration date will automatically set to last day to add/drop for the term. Do NOT check Closed Class as a default.

Permission to Add | Permission to Drop

Course ID: 022317 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Spring Term 2018 Undergrad
 Subject Area: MAC Mathematics - Calculus and Pre
 Catalog Nbr: 1105 College Algebra

Class Section Data Find | View All First 1 of 9 Last

Session: 1 Regular Academic Session Class Nbr: 14442 Class Status: Active
 Class Section: U01 Class Type: Enrollment Section
 Component: Class Lecture Instructor: Menon Narayanankutty,Lakshmy

Student Specific Permissions

Defaults

Expiration Date: 01/15/2018

Permission Valid For:

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

Assign More Permissions: Generate Set All Permissions to Issued

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

General Info | Permission | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input type="checkbox"/>			Not Used		01/15/2018

4. Enter number of permission numbers to generate in “Assign More Permissions” field and click “Generate” button. Rows may be added or subtracted by clicking + and – signs as well. Default expiration date may be changed on a case by case basis. Click save.

Permission to Add | Permission to Drop

Course ID: 022317 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Spring Term 2018 Undergrad
 Subject Area: MAC Mathematics - Calculus and Pre
 Catalog Nbr: 1105 College Algebra

Class Section Data Find | View All First 1 of 9 Last

Session: 1 Regular Academic Session Class Nbr: 14442 Class Status: Active
 Class Section: U01 Class Type: Enrollment Section
 Component: Class Lecture Instructor: Menon Narayanankutty,Lakshmy

Student Specific Permissions

Defaults

Expiration Date: 01/15/2018

Permission Valid For:

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

Assign More Permissions: 5 Generate Set All Permissions to Issued

Class Permission Data Personalize | Find | First 1-5 of 5 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	103631			<input type="checkbox"/>			Not Used		01/15/2018
2	913098			<input type="checkbox"/>			Not Used		01/15/2018
3	921230			<input type="checkbox"/>			Not Used		01/15/2018
4	281736			<input type="checkbox"/>			Not Used		01/15/2018
5	276700			<input type="checkbox"/>			Not Used		01/15/2018

Save Return to Search Previous in List Next in List Notify

5. Set permission numbers to “issued” individually or use “Set All Permissions to Issued” check box. After clicking save, “Issued By” and “Issued Date” columns will populate. Remaining columns will populate upon utilization of permission number by student.

Permission to Add | Permission to Drop

Course ID: 022317 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Spring Term 2018 Undergrad
 Subject Area: MAC Mathematics - Calculus and Pre
 Catalog Nbr: 1105 College Algebra

Class Section Data Find | View All First 1 of 9 Last

Session: 1 Regular Academic Session Class Nbr: 14442 Class Status: Active
 Class Section: U01 Class Type: Enrollment Section
 Component: Class Lecture Instructor: Menon Narayanankutty,Lakshmy

Student Specific Permissions

Defaults

Expiration Date: 01/15/2018

Permission Valid For:

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

Assign More Permissions: Generate Set All Permissions to Issued

Class Permission Data Personalize | Find | First 1-5 of 5 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	103631			<input checked="" type="checkbox"/>	2106312	07/25/2017	Not Used		01/15/2018
2	913098			<input checked="" type="checkbox"/>	2106312	07/25/2017	Not Used		01/15/2018
3	921230			<input checked="" type="checkbox"/>	2106312	07/25/2017	Not Used		01/15/2018
4	281736			<input checked="" type="checkbox"/>	2106312	07/25/2017	Not Used		01/15/2018
5	276700			<input checked="" type="checkbox"/>	2106312	07/25/2017	Not Used		01/15/2018

Save Return to Search Previous in List Next in List Notify

6. Default permission validity may be changed by clicking the Permission tab. This is where permission to enroll in a Closed Class should be granted.

Permission to Add | Permission to Drop

Course ID: 022317 Course Offering Nbr: 1
 Academic Institution: Florida International Univ
 Term: Spring Term 2018 Undergrad
 Subject Area: MAC Mathematics - Calculus and Pre
 Catalog Nbr: 1105 College Algebra

Class Section Data Find | View All | First 1 of 9 Last

Session: 1 Regular Academic Session Class Nbr: 14442 Class Status: Active
 Class Section: U01 Class Type: Enrollment Section
 Component: Class Lecture Instructor: Menon Narayanankutty,Lakshmy

Student Specific Permissions

Defaults

Expiration Date: 01/15/2018

Permission Valid For:

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

Assign More Permissions: Set All Permissions to Issued

Class Permission Data Personalize | Find | First 1-5 of 5 Last

General Info | **Permission** | Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1	103631		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
2	913098		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
3	921230		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4	281736		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5	276700		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>