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: 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.

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

3. Default expiration date will automatically set to last day to add/drop for the term. Do NOT check Closed Class as a default.
4. 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.

5. Default permission validity may be changed by clicking the Permission tab. This is where permission to enroll in a Closed Class should be granted.
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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: This method of class permissions is to issue permission numbers which students use when enrolling in a section of a class.

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Last Updated By: Anthony Cosio

Date Created: 7/25/2017

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

![Class Permissions search interface](image)
2. Select Class Section for which permission will be generated and verify course is NOT set to Student Specific Permissions

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

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.
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.