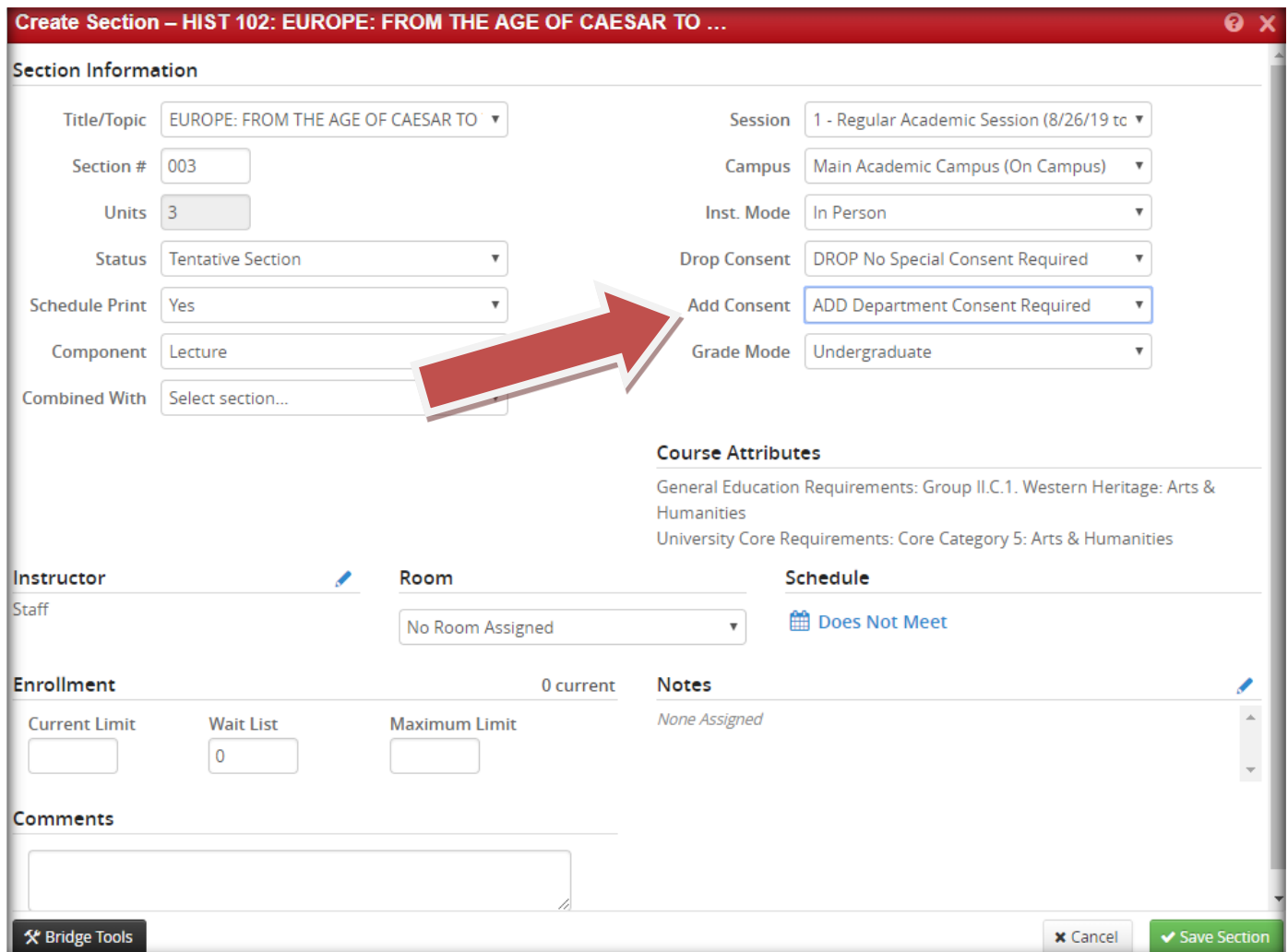


STUDENT-SPECIFIC PERMISSIONS PROCEDURES

By default, all classes have the ability for Student Specific Permissions to add students to a class.

In addition, to allow Student Specific Permissions to *block enrollment*, Department Consent Required must be selected from the drop-down for Add Consent [in CLSS].

If this control is not set, the class will be open to enrollment.




Create Section – HIST 102: EUROPE: FROM THE AGE OF CAESAR TO ...


Section Information


Title/Topic	EUROPE: FROM THE AGE OF CAESAR TO	Session	1 - Regular Academic Session (8/26/19 to
Section #	003	Campus	Main Academic Campus (On Campus)
Units	3	Inst. Mode	In Person
Status	Tentative Section	Drop Consent	DROP No Special Consent Required
Schedule Print	Yes	Add Consent	ADD Department Consent Required
Component	Lecture	Grade Mode	Undergraduate
Combined With	Select section...		

Course Attributes

General Education Requirements: Group II.C.1. Western Heritage: Arts & Humanities
University Core Requirements: Core Category 5: Arts & Humanities

Instructor  **Room** **Schedule**

Staff  Does Not Meet

Enrollment 0 current **Notes** 

Current Limit	Wait List	Maximum Limit	Notes
<input type="text"/>	<input type="text" value="0"/>	<input type="text"/>	None Assigned

Comments

Bridge Tools

To get to Class Permissions, follow this menu [in PeopleSoft]:
Records & Enrollment > Term Processing > Class Permissions

Enter term, subject area, and catalog number. Click on search.
You will land on this tab for “Permission to Add.”

Permission to Add | Permission to Drop

Course ID: 000327 Course Offering Nbr: 1
Academic Institution: Towson University
Term: Spring 2014 Undergrad
Subject Area: ART Art-ART
Catalog Nbr: 329 PAINTING II

Class Section Data Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 1129 Class Status: Active
Class Section: 101 Enrollment Section
Component: Studio Terlizzi, Dominic Andrew

Student Specific Permissions

Defaults

Expiration Date: 02/04/2014

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 type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions: Generate

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

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1				Not Used		02/04/2014	<input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Previous in List Next in List

Permission to Add | Permission to Drop

Defaults

This screen shows the typical settings for the Defaults panel.

The Defaults panel will allow these settings to upload to each student as each individual student is added.

Expiration Date is set up by default.

The “Permission Valid For” means that the permission you give the students will override:

A Closed Class [closed due to full enrollment]
When a student’s Requisites are Not Met

Leave Consent Required **checked**.
Leave Career Restriction **unchecked**.
Leave Permission Time Period **checked**.

Override & Definition of “Permission Valid for Closed Class”

Please note:

**Any student set up with permission checked for A Closed Class
will be able to enroll regardless of:**

- Whether the class is already full**
- Whether there is a Wait List
(and regardless of whether that wait list is empty, full, or partly full).**

**The term “Permission Valid For” means that the permission you give the students will
override these items.**

Records & Enrollment > Term Processing > Class Permissions

Course ID: 000279 Course Offering Nbr: 1
 Academic Institution: Towson University
 Term: Spring 2014 Undergrad
 Subject Area: ART Art-ART
 Catalog Nbr: 211 DRAWING: OBSERVATION/INVENTION

Class Section Data Find | View All First 1 of 7 Last

Session: 1 Regular Academic Session Class Nbr: 1092 Class Status: Active
 Class Section: 001 Class Type: Enrollment Section
 Component: Laboratory Instructor: Nester,Marti Ryan

Student Specific Permissions

Defaults

Expiration Date: 02/04/2014 [31]

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 type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions:

Class Permission Data Personalize | Find | [Grid Icon] First 1 of 1 Last

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		<input type="text"/>		Not Used		02/04/2014 [31]	<input type="button" value="+"/>	<input type="button" value="-"/>

[Permission to Add](#) | [Permission to Drop](#)



As each student’s TU ID is entered into the blank field provided in the Class Permission Data section, the Defaults will automatically apply to each student.

Click the plus sign to “add a row” to add more TU IDs.

Select Save before leaving this screen.

To remove a student from the Permissions for a particular section, hit the minus sign to “delete a row.”

- ! Never try to remove a student by deleting the TU ID and hitting Save. Leaving the TU ID field blank will cause the entire permissions functionality to cease working for all sections of this course.

For example, if you want to move one student from one section to another of the same course, delete the row from the first section and add a row to the second section. Insert the student’s TU ID into the field in the second section. Don’t simply cut and paste the TU ID from the first section into the second section [this will leave the field blank in the first section].

Records & Enrollment > Term Processing > Class Permissions

Course ID: 004838 Course Offering Nbr: 1
 Academic Institution: Towson University
 Term: Spring 2014 Undergrad
 Subject Area: MKTG Marketing-MKTG
 Catalog Nbr: 341 PRINCIPLES OF MARKETING

Class Section Data Find | View All First 1 of 16 Last

Session: 1 Regular Academic Session Class Nbr: 1790 Class Status: Active
 Class Section: 001 Class Type: Enrollment Section
 Component: Lecture Instructor: Duverger,Philippe

Student Specific Permissions

Defaults

Expiration Date: 02/04/2014

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 type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions

Class Permission Data Personalize | Find | | First 1-2 of 2 Last

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		0561639	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2		0561634	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Individual Settings

Under Class Permission Data, click on the Permission tab to see the settings for each individual student.

Updates may be made here on an individual basis for:

- Class Closed due to full enrollment
- When the student's Prerequisites are not met

For instance, if you don't want to override a Closed Class for this particular student, clear that row's checkbox.
 If you don't want to override Prerequisites for a particular student, clear the Requisites Not Met row's checkbox.

But leave these default settings:

- Leave Consent Required **Checked**.
- Leave Career Restriction **UNCHECKED**.
- Leave Permission Time Period **Checked**.

Records & Enrollment > Term Processing > Class Permissions

Setting an Expiration Date

Course ID: 000438 **Course Offering Nbr:** 1
Academic Institution: Towson University **Undergrad**
Term: Spring 2014 **Art-ART**
Subject Area: ART **SENIOR PROJECT**
Catalog Nbr: 497

Class Section Data Find | View All | First 1 of 5 Last

Session: 1 Regular Academic Session **Class Nbr:** 1302 **Class Status:** Active
Class Section: 039 **Class Type:** Enrollment Section
Component: Laboratory **Instructor:** Burnham,Amanda

Student Specific Permissions

Defaults

Expiration Date: 02/04/2014

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 type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions:

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

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		0527770	Parker,Brianna Faith	Used	11/08/2013	11/27/2013	<input type="button" value="+"/>	<input type="button" value="-"/>
2		0509307	Seezox,Samantha Karen	Used	11/11/2013	11/27/2013	<input type="button" value="+"/>	<input type="button" value="-"/>
3		0502710	Massino,Francis Hyde	Used	11/11/2013	02/04/2014	<input type="button" value="+"/>	<input type="button" value="-"/>
4		0447974	Ballew,Taylor Luke	Used	11/12/2013	02/04/2014	<input type="button" value="+"/>	<input type="button" value="-"/>
5		0452129 <input type="text"/>	Gold,Francesca Caroline-Amodeo	Not Used		02/04/2014 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

To set an expiration date, follow these two steps:

1. Set the new expiration date on the individual student's row on the General Info tab.

[Don't change the Expiration Date in the Defaults section.]

Permission to Add Permission to Drop

Course ID: 000438 Course Offering Nbr: 1
Academic Institution: Towson University
Term: Spring 2014 Undergrad
Subject Area: ART Art-ART
Catalog Nbr: 497 SENIOR PROJECT

Class Section Data Find | View All First 1 of 5 Last

Session: 1 Regular Academic Session Class Nbr: 1302 Class Status: Active
Class Section: 039 Class Type: Enrollment Section
Component: Laboratory Instructor: Burnham,Amanda

Student Specific Permissions

Defaults

Expiration Date: 02/04/2014

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 type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions:

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		0527770	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2		0509307	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3		0502710	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
4		0447974	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
5		0452129 <input type="text"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>



2. Select the Permissions tab.

Clear the checkbox for Permission Time Period

for that individual student

[so that you don't override the new expiration date].

Records & Enrollment > Term Processing > Class Permissions

To use Comments, select the Comments tab.

Permission to Add | Permission to Drop

Course ID: 000438 Course Offering Nbr: 1
Academic Institution: Towson University
Term: Spring 2014 Undergrad
Subject Area: ART Art-ART
Catalog Nbr: 497 SENIOR PROJECT

Class Section Data Find | View All First 1 of 5 Last

Session: 1 Regular Academic Session Class Nbr: 1302 Class Status: Active
Class Section: 039 Class Type: Enrollment Section
Component: Laboratory Instructor: Burnham,Amanda

Student Specific Permissions

Defaults

Expiration Date: 02/04/2014

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 type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions:

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

General Info | **Permission** | **Comments** |

Seq #	Number	ID	Comments		
1		0527770	10/21 per Trace - gr	<input type="button" value="+"/>	<input type="button" value="-"/>
2		0509307	10/21 per Trace - gr	<input type="button" value="+"/>	<input type="button" value="-"/>
3		0502710	11/11 per trace - gr	<input type="button" value="+"/>	<input type="button" value="-"/>
4		0447974	11/12 - meets prereqs - gr	<input type="button" value="+"/>	<input type="button" value="-"/>
5		0452129 <input type="text"/>		<input type="button" value="+"/>	<input type="button" value="-"/>



Fill in your personal comments in the field provided for a particular student.

The Comments are viewable by you, the user, only.

They do not show up on the student’s registration, study list, or transcript.

To view all Class Permission Data, click the “Show all columns” icon to the right of the Comments tab. This expands the view. Scroll to the right.

Class Permissions > Career Restriction

Permission to Add		Permission to Drop	
Course ID:	000438	Course Offering Nbr:	1
Academic Institution:	Towson University		
Term:	Spring 2014	Undergrad	
Subject Area:	ART	Art-ART	
Catalog Nbr:	497	SENIOR PROJECT	

Class Section Data				Find View All	First	1 of 5	Last
Session:	1	Regular Academic Session	Class Nbr:	1302	Class Status:	Active	
Class Section:	039		Class Type:	Enrollment Section			
Component:	Laboratory		Instructor:	Burnham,Amanda			

Student Specific Permissions

▼ Defaults

Expiration Date:

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 type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions:

Class Permission Data				Personalize Find	First	1-5 of 5	Last
General Info		Permission	Comments				
Seq #	Number	ID	Comments				
1		0527770	10/21 per Trace - gr				

To reiterate:

On Class Permissions Page, the Career Restriction feature involves system rules that must be followed for students trying to register outside their career (i.e., graduate students can but undergrads can't).

So that the system rules can be enforced, leave the checkbox for Career Restriction **UNCHECKED**.

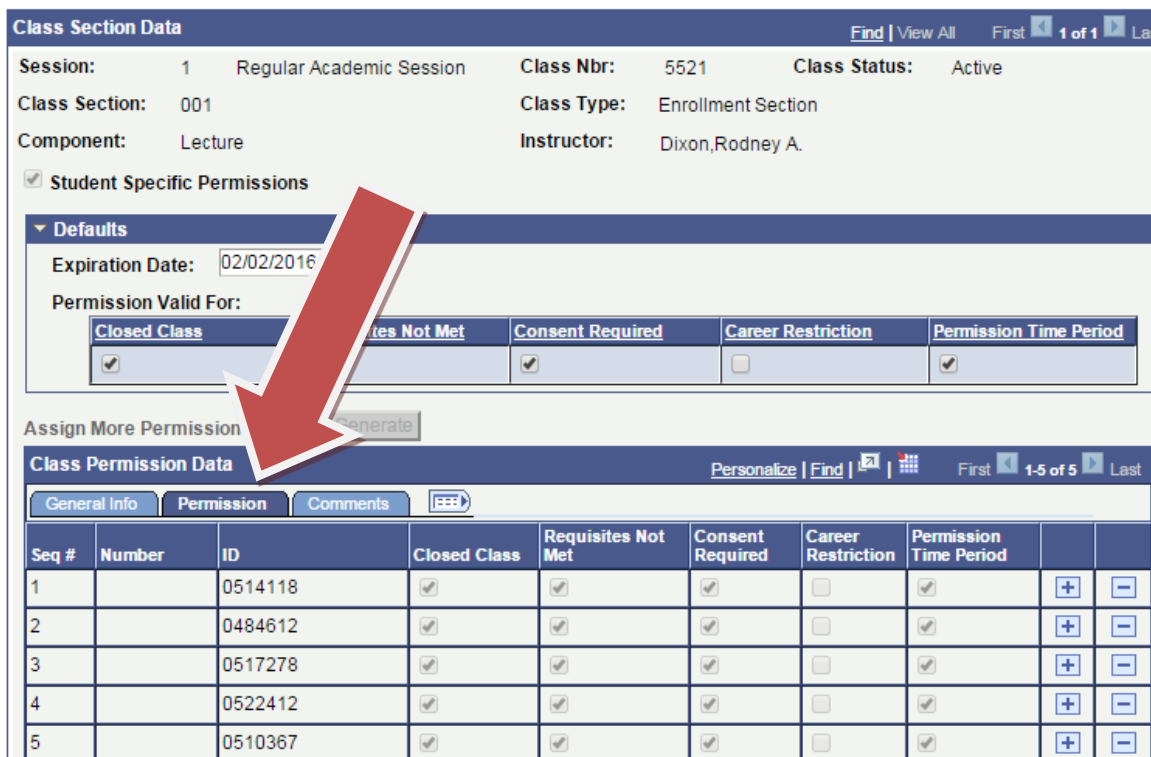
Wait List

You may have a student that you want to be able to get onto the Wait List who does not have the Prerequisites.

In this case, give the student Student Specific Permission that will override Requisites Not Met but will not override Closed Class.

Use the individual Class Permission Data, click on the blue tab for Permission, uncheck the Closed Class box (so the permission will NOT override a Closed Class), and make sure the box for Requisites Not Met remains checked (to override the prerequisites).

Then go to Maintain Schedule of Classes, to Enrollment Cntrl, and raise the Wait List Capacity an extra spot to accommodate this student.
The student then can enroll and will be placed on the Wait List.



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

Session: 1 Regular Academic Session Class Nbr: 5521 Class Status: Active
Class Section: 001 Class Type: Enrollment Section
Component: Lecture Instructor: Dixon,Rodney A.

Student Specific Permissions

Defaults

Expiration Date: 02/02/2016

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 type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permission generate

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		0514118	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
2		0484612	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
3		0517278	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
4		0522412	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-
5		0510367	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	+	-

Comments

If you would like to print out a report or listing of students and their permissions and any comments you have included, you can generate an Excel sheet.

Look for the tiny “Download” icon and click on it to generate the Excel sheet. It will open in a new window. Make sure you do not have a pop-up blocker turned on.

Undergrad
Special Education-SPED
ASST TECH STU W/DISABILTY K-12

w All First 1 of 4 Last

Class Nbr: 5689 Class Status: Active
Class Type: Enrollment Section
Instructor: Richman,Laila

Permission Time Period

Personalize | Find | First 1-20 of 20 Last

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