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.
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.”

### 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**.

<table>
<thead>
<tr>
<th>Course ID: 000327</th>
<th>Course Offering Nbr: 1</th>
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<tbody>
<tr>
<td>Academic Institution: Towson University</td>
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</tr>
<tr>
<td>Term: Spring 2014</td>
<td>Undergrad</td>
</tr>
<tr>
<td>Subject Area: ART</td>
<td>An-JRT</td>
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<tr>
<td>Catalog Nbr: 329</td>
<td>PAINTING II</td>
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<table>
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<tr>
<th>Session: 1</th>
<th>Regular Academic Session</th>
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</thead>
<tbody>
<tr>
<td>Class Nbr: 1129</td>
<td>Class Status: Active</td>
</tr>
<tr>
<td>Component: Studio</td>
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| Expiration Date: 02/04/2014 |

<table>
<thead>
<tr>
<th>Closed Class</th>
<th>Requisites Not Met</th>
<th>Consent Required</th>
<th>Career Restriction</th>
<th>Permission Time Period</th>
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<tbody>
<tr>
<td>✓</td>
<td>✓</td>
<td>✓</td>
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<table>
<thead>
<tr>
<th>Section</th>
<th>Number</th>
<th>ID</th>
<th>Name</th>
<th>Status</th>
<th>Permission Use Date</th>
<th>Expiration Date</th>
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<td>02/04/2014</td>
<td>02/04/2014</td>
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</table>

Permission to Add | Permission to Drop
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.
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].
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

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.]
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].
To use Comments, select the Comments tab.

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.
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.
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.