Topic: Authorizing Students to Enroll in Specific Classes

Class Permissions Overview

Class permissions are a general term for a variety of permissions or authorizations that you can give a student for a specific course section (class). Examples include the ability to give what SIMS called an "overtally", or a "permission". Permissions can also authorize a student to drop a course. In general, class permissions can override limitations such as requisites and seat limits.

Once the permission is entered, the student can self-enroll. You can limit how long the permission will last by adding an expiration date and you can see if the student has utilized the permission to actually enroll in the course.

Adding Student Permissions to a Class

1. **Navigate to:**

   Records and Enrollment > Term Processing > Class Permissions > Class Permissions

2. **Search for the desired Class:**
   See following page for example of field entries for Fall 2012. Use the magnifying glass icon to search through possible values.

   Academic Institution: "BKL01" is always used for Brooklyn College

   Term Code is comprised of:

   - Century = "1"
   - Year = last two digits of the year ("13" for Summer and Fall 2013)
   - Term = "2" for Spring, "6" for Summer, "9" for Fall

   Thus Summer 2013 would be entered as 1136 and Fall 2013 as 1139

   Subject Area:

   Academic Career:

   Click on SEARCH to search for the class you are looking for.

3. **Select the desired class from the list of classes.**
   In this example, **CULTURAL ANTHRO**, Catalog Nbr **2100**, was selected by clicking on any of its listed fields.

4. Click on the 'Permissions to Add' tab.
Class permissions may be applied to both the Add and Drop processes of Enrollment: The 'Permission to Add' and 'Permission to Drop' tabs, respectively.

5. Check that 'Student Specific Permissions' are activated.
Make sure that the 'Student Specific Permission' checkbox is checked. If it is not, you will need to alert the Registrar to have that setting adjusted so that you can give permissions for that course. Note also that the grey permission 'Generator' button is greyed out and cannot be used to generate general permission numbers.

6. Defaults and Types of Permissions

The default values set here will be applied to individual students as they are added to 'Class Permission Data' a row at a time. The defaults will be created for each student that you add to the 'Class Permission Data' table. You can change the defaults for each student by checking and unchecking the check boxes once you add the students. Note that an expiration date can be set that will expire the permission and override at a future date.

Permission Type	Description
Closed Class	Select to indicate that the student may enroll in the class even though it is closed due to capacity size (similar to SIMS overtally). Note that CUNYfirst does not have a secondary limit field as SIMS did.
Requisites Not Met	Select to indicate that the student may enroll in the class even though he/she does not have all of the required pre or co-requisites.
Consent Required	Select to override the consent restriction set when creating the course. (SIMS permissions)
Career Restriction	Select to allow the student to take a course that violates their degree requirements – such as allowing an undergraduate student to take a graduate course.
Permission Time Period	Some courses allow enrollment during certain time periods only with permission. Select to allow the student to enroll in the class during that time period.

NOTE: Please uncheck all the defaults values and only apply those permissions that you want your student to have. This will make sure that student will not receive any unnecessary permissions.

The screen will have several tabs of information:

A) **General Info Tab**

7. Class Permission Data

Enter the student's EMPL ID. If it is not available, you can search for the student using the magnifying glass, but that may take some time as it must search through a large amount of information.

Field	Field Description
ID	For student-specific permissions, enter the student ID for which you want to create the permission.
Status	Informs you if the student permission has been used.
Permission Use Date	Indicates the date that permission was used.
Expiration Date	Defaults settings set above on 'Defaults' section. You can set a different expiration date for this permission in this area by entering the date or selecting the date using the calendar icon 🗓 next to it.
➕	Creates another row for additional students that you want to add / create permissions for this class.
➖	Deletes the row for the student permission that you are working on. The system will confirm if you want to delete this row.

B) Permission Tab

ALERT: Please note that in the immediate period after "go-live", some advisors may find that they have the ability to select some types of permissions/overrides that exceed their legacy (SIMS) capabilities, due to CUNY's sometimes inexact initial security settings.

Please do not assume that such capability is meant to indicate that the college is giving you permission or direction to take those actions. Advisors are asked to please respect the limits of what they are authorized to do for a student, even if CUNYfirst allows more to be done. Of course, all such activities are also logged in detail by CUNYfirst.

The permission conditions, such as Closed Class, defaults to the values set in the Defaults group box (see Step 6 Defaults). You can customize the permissions for each individual student that on the row that you are working on. When the permission is used by the student, the check boxes become unavailable.

C) Comments Tab

Enter comments regarding the permission being granted to this student.

 Show All Columns Button

Click the Show All Columns button to display all of the fields from the previous tabs at the bottom of the page in a single, scrollable grid rather than in separate tabs.

8. Save

The permission or override will not be effective until you use the SAVE button to finalize the action. On the bottom of the 'Class Permissions' screen, click on the SAVE button to activate the permissions for the table of students on the 'Class Permission Data' table.

Once the permission is saved, the referenced student should be able to self-enroll in the referenced course section.