

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 prerequisites 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.

Menu

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- ▷ HESA Reporting
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- ▷ Curriculum Management
- ▷ Financial Aid
- ▷ Student Financials
- ▷ Academic Advisement
- ▷ Contributor Relations
- ▷ SA Integration Pack
- ▷ Set Up HRMS
- ▷ Set Up SACR
- ▷ Worklist
- ▷ Reporting Tools
- ▷ PeopleTools

[New Window](#) | [Help](#) |

Class Permissions

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

Find an Existing Value

Maximum number of rows to return (up to 300):

Use Saved Search:

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Academic Career:

Campus:

Description:

Course ID:

Course Offering Nbr:

☐ Case Sensitive

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

Search Results

View All
First

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description
BKL01	1129	ANTH.	1000	Undergrad	MAIN	INTR CULT/LING ANTI
BKL01	1129	ANTH.	1002	Undergrad	MAIN	INTRO ARCH/PHYS AN
BKL01	1129	ANTH.	2100	Undergrad	MAIN	CULTURAL ANTHRO
BKL01	1129	ANTH.	2210	Undergrad	MAIN	SEXUAL BEHAVIOR
BKL01	1129	ANTH.	2215	Undergrad	MAIN	ANTHRO OF RACE
BKL01	1129	ANTH.	2400	Undergrad	MAIN	ARCHAEOLOGY
BKL01	1129	ANTH.	2407	Undergrad	MAIN	DISCOV IN ARCHAEOLO
BKL01	1129	ANTH.	3015	Undergrad	MAIN	ANTHROPOLOGY ABR
BKL01	1129	ANTH.	3135	Undergrad	MAIN	AMERICAN URBAN EX

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.

The screenshot displays the CUNYfirst interface for adding class permissions. A red box labeled '4' highlights the 'Permission to Add' tab. Another red box labeled '5' highlights the 'Student Specific Permissions' checkbox, which is checked. The left sidebar shows the 'Menu' with 'Class Permissions' expanded. The main content area shows course details for Course ID 111352, Academic Institution Brooklyn College, Term 2012 Fall Term, Subject Area ANTH., and Catalog Nbr 2100. Below this is the 'Class Section Data' section with Session 1, Regular Academic Session, Class Nbr 37548, and Class Status Active. The 'Defaults' section shows an Expiration Date of 09/14/2012 and a table for 'Permission Valid For' with checkboxes for Closed Class, Requisites Not Met, Consent Required, Career Restriction, and Permission Time Period, all of which are checked. At the bottom, the 'Class Permission Data' section shows a table with one row: Seq # 1, Number, ID, Name, Status Not Used, Permission Use Date, Expiration Date 09/14/2012, and buttons for adding and removing permissions.

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 - Graduation
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 - Transfer Credit Rules
 - 3 C's Summaries
 - Student Background Information
 - Test Administration NLD
 - Base Register Higher Ed NLD

Permission to Add | Permission to Drop

Course ID: 111352 | Academic Institution: Brooklyn College | Course Offering Nbr: 1
Term: 2012 Fall Term | Undergrad
Subject Area: ANTH. | Anthropology & Archaeology
Catalog Nbr: 2100 | CULTURAL ANTHRO

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

Session: 1 | Regular Academic Session | Class Nbr: 37548 | Class Status: Active
Class Section: 01 | Class Type: Enrollment Section
Component: Lecture | Instructor: Marte, Lidia

☒ **Student Specific Permissions**

Defaults

Expiration Date: 09/14/2012 [BT]

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

Assign More Permissions: [Generate]

Class Permission Data | Customize | Find | [Icons] | First 1 of 1 Last

General Info | Permission | Comments | [Add]

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1				Not Used		09/14/2012 [BT]	+	-

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.

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Defaults

Expiration Date: 09/14/2012

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

Assign more Permissions. [Generate](#)

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

General Info | **Permission** | Comments




Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1				Not Used		09/14/2012	+	-

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

The screenshot shows the 'Class Permission Data' interface. At the top, there are tabs for 'General Info', 'Permission', and 'Comments'. The 'Permission' tab is selected and highlighted with a red box. Below the tabs is a table with the following columns: 'Seq #', 'Number', 'ID', 'Closed Class', 'Requisites Not Met', 'Consent Required', 'Career Restriction', and 'Permission Time Period'. The first row of the table has the following values: '1' in the 'Seq #' column, an empty field in the 'Number' column, an empty field with a magnifying glass icon in the 'ID' column, a checked checkbox in the 'Closed Class' column, a checked checkbox in the 'Requisites Not Met' column, a checked checkbox in the 'Consent Required' column, a checked checkbox in the 'Career Restriction' column, and a checked checkbox in the 'Permission Time Period' column. To the right of the table are two buttons: a plus sign (+) and a minus sign (-).

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

The screenshot shows the 'Class Permission Data' interface. At the top, there are tabs for 'General Info', 'Permission', and 'Comments'. The 'Comments' tab is selected and highlighted with a red box. Below the tabs is a table with the following columns: 'Seq #', 'Number', 'ID', and 'Comments'. The first row of the table has the following values: '1' in the 'Seq #' column, an empty field in the 'Number' column, an empty field with a magnifying glass icon in the 'ID' column, and an empty text input field in the 'Comments' column. To the right of the table are two buttons: a plus sign (+) and a minus sign (-).

Enter comments regarding the permission being granted to this student.

The screenshot shows the 'Class Permission Data' interface. At the top, there are tabs for 'General Info', 'Permission', and 'Comments'. The 'Comments' tab is selected. To the right of the 'Comments' tab is a button with a grid icon and a right-pointing arrow, which is highlighted with a red box. Below the tabs is a table with the following columns: 'Seq #', 'Number', 'ID', and 'Comments'. The first row of the table has the following values: '1' in the 'Seq #' column, an empty field in the 'Number' column, an empty field with a magnifying glass icon in the 'ID' column, and an empty text input field in the 'Comments' column. To the right of the table are two buttons: a plus sign (+) and a minus sign (-).

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.

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Session: 1 | Regular Academic Session | Class Nbr: 37548 | Class Status: Active
Class Section: 01 | Class Type: Enrollment Section
Component: Lecture | Instructor: Marie,Lidia

☒ Student Specific Permissions

Defaults

Expiration Date: 09/14/2012

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

Assign More Permissions:

Class Permission Data

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1				Not Used		09/14/2012

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