Quick Reference for Class Permissions
Updated April 2011

Good things have happened to Class Permissions. You can still decide who can enroll in the course, but now you have well-defined permission overrides from which to choose. No more worrying about over-enrolling your classes. Requisites Not Met & Consent Required overrides are automatically checked for your convenience and will default for each student you enter. If you wish to override the course capacity, you can still do that by simply checking a box. Otherwise, there must be an available seat for the student’s enrollment request to be successful and students will automatically be placed on the waitlist, if they chose that option at the time of class selection.

The Expiration Date still works the same - you can leave the default date or enter an earlier date. You now have the ability to enter in comments, if you wish, indicating why you are granting the permit to this student.

NOTE: Summer or Fall permits entered in the system prior to May 5 will have ALL permission overrides checked in the new system. If a permit has not already been used, you can make a change to it.

Let’s take a look…..

Permits you enter will follow the new “Defaults” section.
NEW FEATURES

Student Information is now displayed in a multi-tabbed format.

**General Info tab:** You can enter the Student ID and adjust the Expiration Date. You can also, view student name, permission use status, and the permission use date.

<table>
<thead>
<tr>
<th>Seq #</th>
<th>Number</th>
<th>ID</th>
<th>Name</th>
<th>Status</th>
<th>Permission Use Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td></td>
<td>05/13/2011</td>
</tr>
</tbody>
</table>

**Permission tab:** You can check (or uncheck) the Enrollment Overrides for each student ID you enter. Each time you enter a Student ID, the Overrides can be automatically set from the Overrides checked in the Defaults.

<table>
<thead>
<tr>
<th>Seq #</th>
<th>Number</th>
<th>ID</th>
<th>Closed Class</th>
<th>Requisites Not Met</th>
<th>Consent Required</th>
<th>Career Restriction</th>
<th>Permission Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td>00830670</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td></td>
<td>00722354</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you wish to make an enrollment limit exception for a student, you can by checking the Closed Class override on the Permission tab. The student will not only bypass the requisites but they will also bypass the class enrollment limit.

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**Comments tab:** This new feature allows you to indicate why the permission was given, i.e. *Student has pre-req by transfer but course not posted yet.*
USING PERMISSION OVERRIDES

Remember the Requisites Not Met & Consent required overrides have been automatically checked

Closed Class

- This can be used if you wish to make an exception for a student and override the enrollment limit for a class. This option will allow student to bypass the waitlist.

  NOTE: You can exceed the capacity of the classroom if you are not careful.

Requisites Not Met (automatically checked)

- Overrides the requisite restrictions assigned to the class, i.e. must have C or better in MATH 123. There must be available seats in order for the student to enroll. In addition, students must still meet any other restrictions assigned to the class for successful enrollment.

  If you do not wish to override the requisites for the course, you should uncheck this box.

Consent Required (automatically checked)

- Overrides the Instructor or Department consent restriction assigned to the class. There must be available seats and students must still meet any other restrictions assigned to the class for successful enrollment.

  If you do not wish to override the consent required for the course, you should uncheck this box.

Career Restriction

- Check this box if you wish to allow an Undergraduate student to enroll in a 500 level class. There must be available seats for successful enrollment.

Permission Time Period

- Not Used by CSULB

For step by step instructions, please refer to the Issuing Permission business process guide posted on the CMS website.