Understanding and Adding Class Permissions – Specific and General Permissions

You will find there are instances in which a student does not meet eligible criteria to register for a class. However, the advisor and/or academic department will grant the student permission to register. Although the academic departments typically grant class permissions, the Records staff has access to both review and/or make revisions to the permissions at the academic department’s request.

Permissions may be added with a specific student in mind. The first step is to navigate to Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes. Under the Basic Data tab, you must make sure the “Student Specific Permissions” box is checked.
Next, navigate to Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions. Under the “Permissions to Add” tab, enter the EMPLID of the student granted permission under the “Class Permissions Data” portion of the page. You may also edit the Expiration Data of the granted permission next to the student’s name, if a registration deadline is required.

By default, under the Permissions tab of the Class Permission Data, all checkboxes will be checked to override any possible enrollment restrictions (such as requisites, career, and consent). Be sure to uncheck the Closed Class and Requisites Not Met boxes. If you have permission from the instructor to overload a class, the Closed Class box can be checked. Similarly, if your intent is to override requisites, the Requisites Not Met box can be checked.

If the student is able to successfully add the class to his/her schedule, you will observe on this page the status will say “used” and there will be a Permission Use Date.
You also have the ability to generate non-specific permissions for students, in which students are able to register for the class, regardless of whatever criteria is or is not met, until the permissions have been completely used. These permissions are reliant on permission numbers that the academic department provides the student once generated.

The first step in doing this is to make sure the “Student Specific Permissions” checkbox under the “Basic Data” tab of Maintain Schedule of Classes (see page 1 of this guide) is UNCHECKED. By default, most classes in UB are scheduled with this box checked, so unchecking this box is exception to rule.

There are two ways to add general class permissions. You have the ability to do this in batch if there are multiple classes in a single subject you wish to add permissions to. Navigate to Main Menu > Records and Enrollment > Term Processing > Class Permissions > Generate Add Permissions.

Under a run control of your choosing, select the proper academic group, term, subject, percent of enrollment capacity (for example, .10 in a class maximum of thirty would equate to three permissions for a single class), the minimum of assigned permissions (if this number is greater, it will override the percent of enrollment capacity, and the expiration date of the permissions. You can also edit how these permissions are used (for example, if you do not want graduate students using undergraduate permissions, you would uncheck the “Override Career” box.

![Generate Add Permissions](image-url)
Once the run process runs to success, you will see general class permissions generated under the Class Permission Data of the Class Permissions page. If needed, you may assign more permissions by entering a number of additional general permissions you wish to add and by hitting “Generate.”

The academic department will need to provide the six-digit number of the class permission to the student in order for the student to register. Failure to do so will result in the student being unable to register.

When adding the class in self-service, the student would enter the permission number before adding the class to his/her shopping cart.

Once used, the EMPLID and name of the student will appear on the Class Permissions page, and the status will say “Used,” and will now have a Permission Use Date.