

# 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.

The screenshot shows the 'Maintain Schedule of Classes' interface. The left sidebar contains a navigation menu with options like 'Self Service', 'Campus Community', 'Student Recruiting', 'Student Admissions', 'Records and Enrollment', 'Curriculum Management', 'Course Catalog', and 'Schedule of Classes'. The main content area has tabs for 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', 'Notes', 'Exam', 'Textbook', and 'GL Interface'. The 'Basic Data' tab is selected, showing course information: Course ID: 001005, Academic Institution: University of Baltimore, Term: Spring 2019, Subject Area: ACCT, Catalog Nbr: 201, Course Offering Nbr: 1, Undergrad, Accounting, and INTRO TO FINANCIAL ACCOUNTING. Below this is the 'Class Sections' section with fields for \*Session: 1, \*Class Section: E01, \*Component: LEC (Lecture), \*Class Type: Enrollment, \*Associated Class: 1 (Units: 3.00), \*Campus: MAIN, \*Location: MAIN CAMPUS, \*Academic Organization: ACCT (Accounting), \*Academic Group: BUSI (Merrick School of Business), \*Holiday Schedule: AHS (Academic Holiday Schedule\_GU), \*Instruction Mode: P (In Person), and Primary Instr Section: E01. The 'Associated Class Attributes' section includes checkboxes for 'Schedule Print', 'Student Specific Permissions' (checked and highlighted with a red arrow), 'Dynamic Date Calc Required', 'Generate Class Mtg Attendance', 'Sync Attendance with Class Mtg', and 'GL Interface Required'. There are also buttons for 'Auto Create Component' and 'Add Fee'.

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 Date of the granted permission next to the student’s name, if a registration deadline is required.

Permission to Add | Permission to Drop

Course ID: 001005      Course Offering Nbr: 1  
 Academic Institution: University of Baltimore  
 Term: Fall 2019      Undergrad  
 Subject Area: ACCT      Accounting  
 Catalog Nbr: 201      INTRO TO FINANCIAL ACCOUNTING

**Class Section Data** Find | View All First 1 of 3 Last

Session: 1 Regular Academic Session      Class Nbr: 4813      Class Status: Active  
 Class Section: E01      Class Type: Enrollment Section  
 Component: Lecture      Instructor: Demarest, Mary Kathryn

Student Specific Permissions

**Defaults**

Expiration Date: 10/29/2019

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>				

Assign More Permissions:

**Class Permission Data** Personalize | Find | 1 of 1 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1		1005739	Reisig, Joshua E	Not Used		10/29/2019

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.

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Period
<input checked="" type="checkbox"/>				

Assign More Permissions:

**Class Permission Data** Personalize | Find | 1 of 1 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1		1005739	Reisig, Joshua E	Used	05/20/2019	10/29/2019

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

Run Control ID: AWBPWB Report Manager Process Monitor Run

\*Academic Institution:  University of Baltimore

Find | View All First 1 of 1 Last

Academic Group:  Merrick School of Business

\*Term:  Fall 2019

Subject Area:  Accounting

Percent of Enrollment Capacity:

Minimum of Permission Assign:

Commit Frequency:

Permission Expire Date:

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Override Career	Permission Time Period
<input checked="" type="checkbox"/>				

Save Return to Search Previous in List Next in List Notify Add Update/Display

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."

Assign More Permissions:    Set All Permissions to Issued

Class Permission Data									
Personalize   Find   [?]   [x]   First 1-10 of 10 Last									
General Info   Permission   Comments [??]									
Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	150000			<input type="checkbox"/>			Not Used		05/22/2019 [?] [-]
2	229770			<input type="checkbox"/>			Not Used		05/22/2019 [?] [-]
3	123840			<input type="checkbox"/>			Not Used		05/22/2019 [?] [-]
4	396000			<input type="checkbox"/>			Not Used		05/22/2019 [?] [-]
5	463950			<input type="checkbox"/>			Not Used		05/22/2019 [?] [-]
6	341730			<input type="checkbox"/>			Not Used		05/22/2019 [?] [-]

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.

## Add Classes



### 1. Select classes to add - Enrollment Preferences

Fall 2019 | Graduate | University of Baltimore

#### ACCT 302 - INTERMEDIATE ACCOUNTING II

##### Class Preferences

ACCT 302-HY1 Lecture ● Open

Wait List  Wait list if class is full

Session Regular Academic Session

Permission Nbr

Career Undergraduate

Grading Credit / No Credit

##### Enrollment Information

Units 3.00

- ACCT 301 with a minimum grade of C

CANCEL

PREVIOUS

NEXT

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.

6	341730	1005739	Reisig,Joshua E	<input type="checkbox"/>			Used	05/20/2019	05/22/2019	[-]
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