Student Records
Class Permissions

Overview

These procedures will show how to add and/or drop class permissions.

- The IU default is that student specific class permission controls are turned on for each class.
- The settings for consent to add a class or consent to drop a class are established by the department typically at schedule build time.
- A Class Permission can be assigned by the course department for a student’s use during Self Service enrollment.
- Class Permissions can control the student’s ability to add the class or allow the student to drop the class.
- The SIS 9.0 Closed Class override functionality replaced the “A” and “P” Permission type used in legacy and SIS 8.0.
- Permission creation and last update can be tracked by who and when (date/time) through the IUIE report object, Class Permissions.

Steps

Permission to Add

1. Navigate to: Records and Enrollment > Term Processing > Class Permissions > Class Permissions.
2. Enter the Academic Institution.
3. Enter the Term.
4. Enter the Subject Area.
5. Enter the Catalog Nbr.
6. Click Search. A list of classes which have already been scheduled for the term you have selected will be displayed. Click the class for which you want to create the permission numbers.
7. The Permission to Add page will be displayed.
   You will notice under the Class Section Data, the Class Number, Instructor’s Name, Days/Times and Units are displayed.
Default Overrides

Changes to the default settings are in effect only while the user is on the page. Use these settings to expedite data entry.

1. **Expiration Date**: Default date is the last day of Self Service enrollment for that session. Users can set the default to any other appropriate date (for example, last day of priority registration).

2. **Closed Class Override “On”**: When this is selected, it allows student enrollment regardless if the space is available or not (like SIS 8.0 “A” permission.) Check your enrollment capacity for the class section so you do not create more permissions than you have available.

3. **Closed Class Override “Off”**: (This is the default setting.) This allows student enrollment only when space is available (like SIS 8.0 “P” permission.)

4. **Requisites Not Met Override “On”**: (This is the default setting.) This allows registration regardless of the pre- requisites or co-requisites associated with the class.

5. **Career Restriction “On”**: (This is the default setting.) This allows the student in a career other than the career associated with this course to enroll in the class.

6. **Permission Time Period “On”**: (This is the default setting.) IU does not use this feature.
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**NOTE**: Requisites Not Met, Consent Required and Career Restriction all default to “On”. Users should review settings prior to assigning student specific class permissions. IU is not using Permission Time Period.

IU is NOT using Assign More Permissions. This field should ALWAYS be grayed out.

**Assign Class Permission**

1. After you have reviewed and set the Defaults, locate the **Class Permission Data** area.

2. On the **General Info** tab, enter the student’s **University ID** to grant permission.
   - Notice that the **Status** field displays the text, “**Not Used**”. When a student uses a class permission and enrolls in the class, the text will change from “**Not Used**” to “**Used**” and the **Permission Use Date** field will display the date on which the class permission was used.

3. The **Expiration Date** defaults from the above settings. Date can be changed per student.

4. If the student does not use the permission by the **Expiration Date**, the student no longer has permission to enroll in the class and will need to contact the teaching department. The department can add a new row or update the **Expiration Date** existing row for that student.

5. In the **Class Permissions Data** area, select the **Permission** tab.
6. Review the Overrides that defaulted from the above settings. Make corrections as needed for each student ID that is entered.

**NOTE:** Each override works individually. Users must select all overrides required for that student to enroll.

7. Comments are not required. To add a student specific and appropriate comment for tracking purposes, click the Comments tab. *Comments are a part of the student's record and are viewable by that student.*

8. (Optional) Enter your comments/text into the Comments box.

9. Click to add a permission for the next student.

10. When you have finished adding permissions, click .

11. To expand all the tabs under **Class Permission Data**, click . You will now be able to see all the data from each tab on one single line.

12. To collapse the information and display the three tabs (*General Info, Permission, Comments*) again, click .
NOTE: Class Permissions now include a tracking feature that allows academic units to retrieve information indicating: a) the person/date/time that the permission was created, and b) the person/date/time of the last update to the permission. This tracking information will be available in IUIE.

Permission to Drop

Permission to Drop is most effectively used for classes in which enrollment is required.

1. Navigate to: Records and Enrollment > Term Processing > Class Permissions > Class Permissions.
2. Enter the Academic Institution.
3. Enter the Term.
4. Enter the Subject Area.
5. Enter the Catalog Nbr.
6. Click Search. The Permission to Add page will be displayed.
7. Select the Permission to Drop tab.
8. IU does **not** recommend using the Generate button. Instead, it is recommended that you assign individual permission to drop.

9. Review the Default settings. Note per IU analysis, only two default settings that are meaningful on permission to drop are the **Consent Required** and **Expiration Date**.

10. Locate the **Class Permission Data** area.

11. On the **General Info** tab, enter the student’s **University ID** to grant permission for the student to drop a class that has been designated by the course department as requiring consent to drop.

   - Notice that the **Status** field displays the text, “**Not Used**”. When a student uses a class permission, the text will change from “**Not Used**” to “**Used**” and the **Permission Use Date** field will display the date on which the class permission was used.

12. The **Expiration Date** defaults from the above settings. Date can be changed per student.

13. If the student does not use the permission by the **Expiration Date**, the student no longer has permission to drop the class and will need to contact the teaching department. The department can add a new row or update the Expiration Date existing row for that student.

14. In the **Class Permissions Data** area, select the **Permission** tab.

15. Review the Overrides that defaulted from the above settings. Make corrections as needed for each student ID that is entered.

16. Comments are not required. To add a student specific and appropriate comment for tracking purposes, click the **Comments** tab. **Comments are a part of the student’s record and are viewable by that student.**

17. Click **Save**.
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Viewing Class Permissions in the Administrative Center

To view how the students will see their class permissions, use the Administrative Center.

1. Navigate to: Self Service > Administrative Center.
2. Click VIEW DATA FOR STUDENTS.
3. Enter the student’s ID or Last Name and First Name.
4. Click Search.
5. Click the Student View tab, if it doesn’t default to this tab.

**NOTE:** Users must have specific security to be able to view Class Permissions in this way.

6. In the top left, under the Academics heading, click the View Class Permissions link.

This will display the student’s class permissions for the current term.

7. To select a different Term, click **change term** and the class permissions will display for that term.