

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 UIIE 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 . 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.

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Class Permissions

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Permission to Add | **Permission to Drop**

Course ID: 024533 Course Offering Nbr: 1
 Academic Institution: IUPUI
 Term: Spring 2011 Undergrad
 Subject Area: HIST-H History
 Catalog Nbr: 421 TOPICS: ASIA AFRICA OR LAT AM

Class Section Data Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 26557 Class Status: Active
 Class Section: 0100 Class Type: Enrollment Section
 Component: Lecture Instructor: Smith, Joe
 Days/Times: MoWe 10:30AM - 11:45AM
 Units: 3

Student Specific Permissions

Defaults

Expiration Date: 01/17/2011

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input 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		<input type="text"/>		Not Used		01/17/2011

Save | Return to Search

Permission to Add | [Permission to Drop](#)

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.

Course ID: 024533 Course Offering Nbr: 1
Academic Institution: IUPUI
Term: Spring 2011 Undergrad
Subject Area: HIST-H History
Catalog Nbr: 421 TOPICS: ASIA AFRICA OR LAT AM

Class Section Data
Session: 1 Regular Academic Session Class Nbr: 26557 Class Status: Active
Class Section: 0100 Class Type: Enrollment Section
Component: Lecture Instructor: Smith, Joe
Days/Times MoWe 10:30AM - 11:45AM
Units 3

Student Specific Permissions

Defaults
Expiration Date: 01/17/2011
Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input 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
General Info **Permission** Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		000001111	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Save Return to Search

Permission to Add | Permission to Drop

On the *Permission* tab, deselect the checkboxes of the permissions that are not needed.

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- 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.

- 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.*

The screenshot shows the 'Class Permission Data' interface. At the top, there is a 'Defaults' section with an 'Expiration Date' of 01/17/2011 and a 'Permission Valid For' table with checkboxes for 'Closed Class', 'Requisites Not Met', 'Consent Required', 'Career Restriction', and 'Permission Time Period'. Below this is an 'Assign More Permissions' section with a 'Generate' button. The main section is 'Class Permission Data', which has 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 columns: 'Seq #', 'Number', 'ID', and 'Comments'. The first row shows '1', an empty field, '000001111', and an empty text box. At the bottom, there are 'Save' and 'Return to Search' buttons, and links for 'Permission to Add' and 'Permission to Drop'.

- (Optional) Enter your comments/text into the **Comments** box.
- Click **+** to add a permission for the next student.
- When you have finished adding permissions, click **Save**.
- 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.

The screenshot shows the 'Class Permission Data' interface with the expanded view. The 'Class Permission Data' header has a '☰' icon circled in red. Below the header is a table with columns: 'Seq #', 'Number', 'ID', 'Name', 'Status', 'Permission Use Date', 'Expiration Date', 'Closed Class', 'Requisites Not Met', 'Consent Required', 'Career Restriction', 'Permission Time Period', and 'Comments'. The first row shows '1', an empty field, '000001111', 'Student,Ima', 'Not Used', an empty field, '01/17/2011', and checkboxes for 'Closed Class', 'Requisites Not Met', 'Consent Required', 'Career Restriction', and 'Permission Time Period'. At the bottom, there are 'Save' and 'Return to Search' buttons, and links for 'Permission to Add' and 'Permission to Drop'.

- To collapse the information and display the three tabs (*General Info*, *Permission*, *Comments*) again, click **☰**.

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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 . The *Permission to Add* page will be displayed.
7. Select the *Permission to Drop* tab.

The screenshot displays the IUIE Class Permissions interface. The breadcrumb trail is: Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions. The 'Permission to Drop' tab is selected. The form contains the following fields:

- Course ID: 024533
- Academic Institution: IUPUI
- Term: Spring 2011
- Subject Area: HIST-H
- Catalog Nbr: 421
- Course Offering Nbr: 1
- Undergrad
- History
- TOPICS: ASIA AFRICA OR LAT AM

Class Section Data (Find | View All | First | 1 of 2 | Last)

- Session: 1 Regular Academic Session
- Class Section: 0100
- Component: Lecture
- Class Nbr: 26557
- Class Type: Enrollment Section
- Instructor: Smith, Joe
- Days/Times: MoWe 10:30AM - 11:45AM
- Units: 3
- Class Status: Active

Defaults

- Expiration Date: 01/17/2011
- Permission Valid For:

 - Requisites Not Met:
 - Consent Required:
 - Permission Time Period:

Generate

- From Student Enrollment
- From Permission to Add

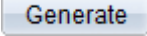
Class Permission Data (Customize | Find | 1 of 1 | First | Last)

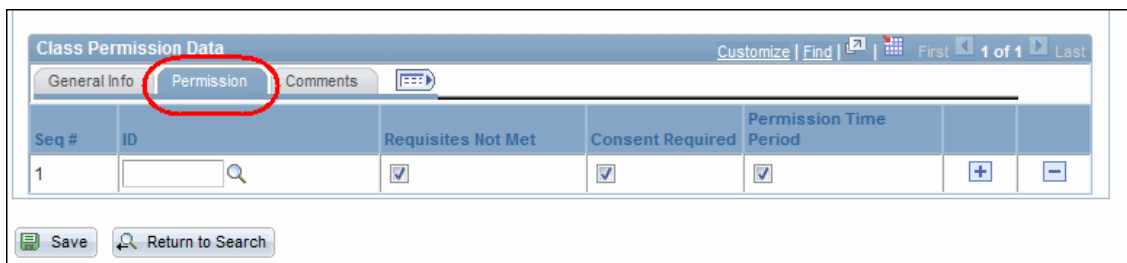
Seq #	ID	Name	Status	Permission Use Date	Expiration Date	
1	<input type="text"/>		Not Used		01/17/2011	+ -

Buttons: Save, Return to Search

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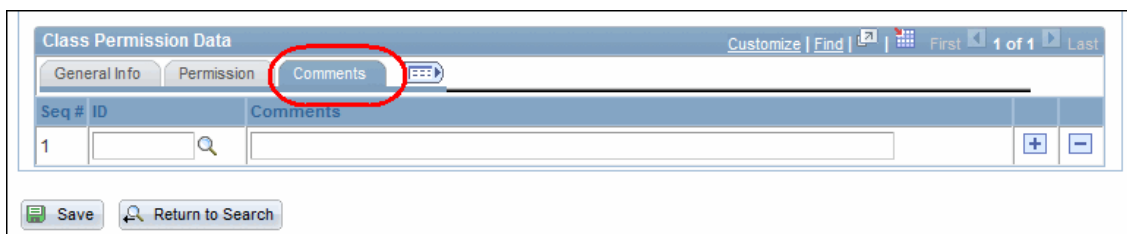
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8. IU does **not** recommend using the  button. Instead, it is recommended that you assign individual permission to drop.
9. Review the Default settings. Note per IU analysis, only two default settings that are meaningful on permission to drop are 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.



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 circled in red. Below the tabs is a table with the following columns: 'Seq #', 'ID', 'Requisites Not Met', 'Consent Required', 'Permission Time Period', and two empty columns. The first row of the table has '1' in the 'Seq #' column, an empty search box in the 'ID' column, and checkmarks in the 'Requisites Not Met', 'Consent Required', and 'Permission Time Period' columns. Below the table are 'Save' and 'Return to Search' buttons.

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.*



The screenshot shows the 'Class Permission Data' interface with the 'Comments' tab selected and circled in red. The table below the tabs has columns for 'Seq #', 'ID', and 'Comments'. The first row has '1' in the 'Seq #' column, an empty search box in the 'ID' column, and an empty text input field in the 'Comments' column. Below the table are 'Save' and 'Return to Search' buttons.

17. Click .

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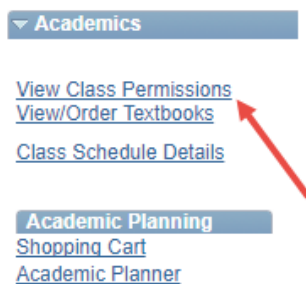
Viewing Class Permissions in the Administrative Center

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.

The screenshot shows the 'Student's Name' page in the Administrative Center. The page displays the student's name, IUPUI, Undergraduate, and Fall 2017. There is a 'change term' button. Below this, there is a message: 'You have been granted permission to enroll in the restricted classes listed below. If you have not yet received permission to enroll in a restricted class, contact the course department.' There are three Permission Types listed: 'IF SPACE', 'ADD', and 'DROP'. Below this is a table titled 'Class Permissions' with columns: Subject, Catalog Nbr, Class Nbr, Description, Permission Type, Date Used, and Expiration Date. The table contains one row: INFO-I, 305, 35707, INTRO TO RSRCH IN INFORMATICS, If Space, and 08/27/2017. There is a 'Cancel' button at the bottom left.

Subject	Catalog Nbr	Class Nbr	Description	Permission Type	Date Used	Expiration Date
INFO-I	305	35707	INTRO TO RSRCH IN INFORMATICS	If Space		08/27/2017

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