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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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.

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

6. In the top right corner, under the **Academics** heading, click the **View Class Permissions** link.
7. This will bring up the **View Class Permissions** page.

8. You may be asked to select a **Term**, if appropriate. The class permissions will be displayed for that term.
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:
* IF SPACE indicates that you may enroll in the class if space is available.
* ADD indicates that you may add the class even if it is closed.
* DROP indicates that you have approval to drop a mandatory, academic department controlled class (used on an exceptional basis only).

<table>
<thead>
<tr>
<th>Subject</th>
<th>Catalog Nbr</th>
<th>Class Nbr</th>
<th>Description</th>
<th>Permission Type</th>
<th>Date Used</th>
<th>Expiration Date</th>
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</thead>
<tbody>
<tr>
<td>FRIT-M</td>
<td>115</td>
<td>13092</td>
<td>ACCELERATED ELEMENTARY ITALIAN</td>
<td>IF Space</td>
<td>09/03/2010</td>
<td>09/03/2010</td>
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<tr>
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<td>13093</td>
<td>ACCELERATED ELEMENTARY ITALIAN</td>
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<td>04/15/2010</td>
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<td>ANTH-A</td>
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<td>27717</td>
<td>ANTHROPOLOGY TODAY: TOPICS</td>
<td>IF Space</td>
<td>08/03/2010</td>
<td>09/03/2010</td>
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Cancel