

Student Records

Class Permissions

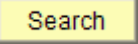
Overview

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.

Student Records Class Permissions

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

Course ID: 024533 **Course Offering Nbr:** 1
Academic Institution: IUPUI
Term: Fall 2007 Undergrad
Subject Area: HIST-H History
Catalog Nbr: 421 TOPICS: ASIA AFRICA OR LAT AM

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

Session: 1 Regular Academic Session **Class Nbr:** 26016 **Class Status:** Active
Class Section: 0100 **Class Type:** Enrollment Section
Component: Lecture **Instructor:** John Smith
 Days/Times: MoWe 9:00AM - 10:15AM
 Units: 3

Student Specific Permissions

Defaults Section

Expiration Date: 08/29/2007

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	Permission Use Date	Expiration Date		
1		<input type="text"/>	Not Used	08/29/2007	<input type="button" value="+"/>	<input type="button" value="-"/>

[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.

Student Records Class Permissions

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 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.

Permission to Add
Permission to Drop

Course ID: 024533 **Course Offering Nbr:** 1
Academic Institution: IUPUI
Term: Fall 2007 Undergrad
Subject Area: HIST-H History
Catalog Nbr: 421 TOPICS: ASIA AFRICA OR LAT AM

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

Session: 1 Regular Academic Session **Class Nbr:** 26016 **Class Status:** Active
Class Section: 0100 **Class Type:** Enrollment Section
Component: Lecture **Instructor:** John Smith
Days/Times: MoWe 9:00AM - 10:15AM
 Student Specific Permissions **Units:** 3

Defaults

Expiration Date: 08/29/2007

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:

Class Permission Data Customize | Find First 1 of 1 Last

General Info
Permission
Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		0000111111	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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

On the Permission tab, deselect the checkboxes that are not needed

Student Records Class Permissions

- 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' form. Under 'Defaults', the 'Expiration Date' is 08/29/2007. The 'Permission Valid For' section has checkboxes for 'Closed Class' (unchecked), 'Requisites Not Met' (checked), 'Consent Required' (checked), 'Career Restriction' (checked), and 'Permission Time Period' (checked). Below this is an 'Assign More Permissions' button and a 'Generate' button. The 'Class Permission Data' section has tabs for 'General Info', 'Permission', and 'Comments'. The 'Comments' tab is active, showing a table with one row: Seq # 1, Number, ID 000011111, and a blank 'Comments' field. A yellow callout box points to the 'Comments' field with the text 'Enter Comments here'. 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 .
- 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' form with the 'expand icon' circled in red. The table below shows expanded data for student Ima:

Seq #	Number	ID	Student	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
1		000011111	Student, Ima	Not Used	08/29/2007	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

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

Student Records Class Permissions

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.

Permission to Add | **Permission to Drop**

Course ID: 024533 Course Offering Nbr: 1
Academic Institution: IUPUI
Term: Spring 2009 Undergrad
Subject Area: HIST-H History
Catalog Nbr: 421 TOPICS: ASIA AFRICA OR LAT AM

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

Session: 1 Regular Academic Session Class Nbr: 23705 Class Status: Active
Class Section: 0100 Class Type: Enrollment Section
Component: Lecture Instructor: Smith, John
Days/Times TuTh 1:30PM - 2:45PM
Units 3

Defaults

Expiration Date: 01/19/2009

Permission Valid For:

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

Generate From Student Enrollment
 From Permission to Add

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

Seq #	ID	Name	Status	Permission Use Date	Expiration Date
1	<input type="text" value=""/>	<input type="text" value=""/>	Not Used		01/19/2009

Save **Return to Search**

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

Student Records Class Permissions

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 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. 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, and Permission Time Period. The first row has Seq # 1, an empty ID field with a search icon, a checked box for Requisites Not Met, a checked box for Consent Required, and a checked box for Permission Time Period. There are also '+' and '-' buttons to the right of the table. Below the table are 'Save' and 'Return to Search' buttons, and links for 'Permission to Add' and 'Permission to Drop'.

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 Seq # 1, an empty ID field with a search icon, and an empty Comments field. There are also '+' and '-' buttons to the right of the table. Below the table are 'Save' and 'Return to Search' buttons, and links for 'Permission to Add' and 'Permission to Drop'.

17. Click .

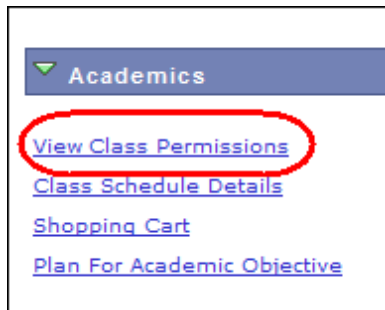
Student Records Class Permissions

Viewing Class Permissions in the Administrative Center

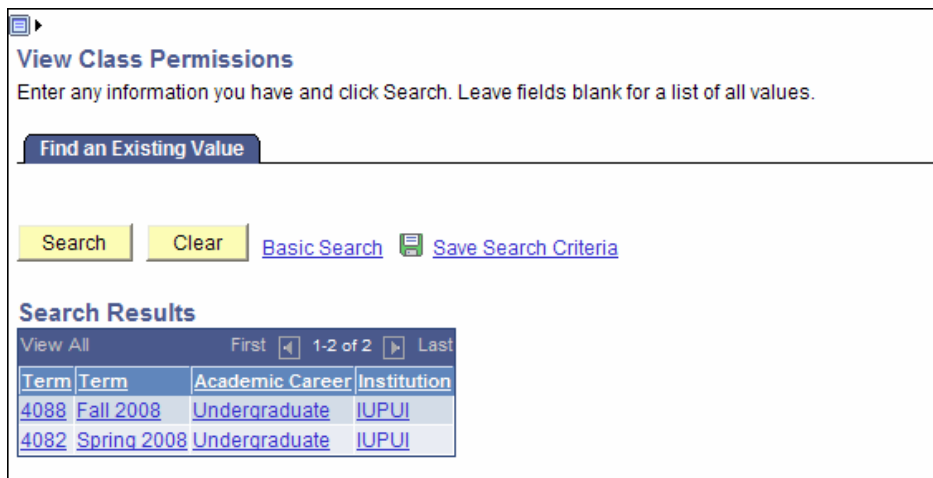
To view how the students will see their class permissions, use the Administrative Center.

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.

A screenshot of the 'View Class Permissions' search page. The page has a title 'View Class Permissions' and a subtitle 'Enter any information you have and click Search. Leave fields blank for a list of all values.' Below the subtitle is a search bar with a 'Find an Existing Value' button. There are 'Search' and 'Clear' buttons, along with links for 'Basic Search' and 'Save Search Criteria'. The 'Search Results' section shows a table with two rows of results. The table has columns for 'Term', 'Academic Career', and 'Institution'. The first row shows '4088 Fall 2008 Undergraduate IUPUI' and the second row shows '4082 Spring 2008 Undergraduate IUPUI'. There are also navigation controls for the search results, including 'View All', 'First', '1-2 of 2', and 'Last'.

8. You may be asked to select a **Term**, if appropriate. The class permissions will be displayed for that term.

Student Records Class Permissions

Ima Student Student Center 

IUPUI Undergraduate Spring 2008 change 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 two 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.

Class Permissions						
Subject	Catalog Nbr	Class Nbr	Description	Permission Type	Date Used	Expiration Date
ECON-E	201	19945	INTRO TO MICROECONOMICS	If Space		01/14/2008
TCEM	461	22113	TOURISM RSRCH PLANNING & DEV	Add	10/23/2007	01/14/2008
TCEM	499	22115	OPERATIONAL TOURISM ANALYSIS	Add	10/23/2007	01/14/2008
TCEM	411	22662	TOURISM AND HOSPITALITY LAW	Add	10/23/2007	01/14/2008