# JOB AID

## Schedule of Classes: Class Permissions

*11/16/2022*

## Contents

## Schedule of Classes: Class Permissions

The Class Permissions functionality in Campus Solutions allows staff to override restrictions in order to allow students to enroll into classes. This job aid contains instructions for adding permissions, including a section at the end to help map existing exception codes to permissions in Campus Solutions.

**Note:** class permissions can be administered while enrolling a student on the Quick Enroll page; class permissions also only need to be used if/when the student is going to be enrolling themselves.

## Adding Class Permissions

**Navigation**: NavBar > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

1. Enter **Search Criteria** to find the class for which you are granting permission. In this example, we will search for *Writing 101* courses for the *Fall 2021* term.



2. Click **Search**.

   The **Class Permissions** page will open with the **Permission to Add** tab showing.

**Note**: The **Permission to Drop** tab and functions are not being used at this time.

**Class Section Data:** This section contains details about the class section you are currently viewing. In the example above, we are viewing *Section 001*, which is the first **1 of 140** sections for this class.



Because permissions are granted by class section, you must enter a permission on each section you are allowing the student into. There are multiple ways to advance to the desired section:

- Use the arrows to advance to the specific class section number, or

- Click **View All** to expand the list to see all sections at once, or

- Click **Find**. A pop-up box will appear where you can enter a specific Class Section number (e.g., 110). Click **OK** to advance directly to that section.

3. **Defaults**: This section allows you to set which permissions you want to automatically default when you add students to the list. You will be able to change the permissions for each student as needed.

- **Closed Class**: Allows students to enroll in a class that is full, enroll into a closed combined section, or enroll in a class where all available seats are subject to reserve capacity requirements that they may not meet.

- **Requisites Not Met**: Select to allow students to enroll in a class for which they do not meet the prerequisites.

- **Consent Required**: Select to allow students to enroll in a class that requires instructor or department consent to add, as indicated by the Add Consent field on the Enrollment Cntrl page.

- **Career Restriction**: Select to allow students to enroll in a class that is outside their career.

**Note**: ★ Assign More Permissions is not being used at this time, therefore the button is grayed out.

4. **Class Permission Data:** This section is where permissions are granted for one or more students, beginning on the General Info tab.



The **Expiration Date** will default to being the last day to enroll for a given term. A student may drop and re-enroll themselves in the class until that expiration date is reached. If you wish to restrict how many times a student uses the class permission, you will need to enter the appropriate expiration date. In the example above, the student would be able to drop and enroll as many times as they wished up until 12/12/2021.

On the **General Info** tab, complete the following:

5. **ID**: Enter Student ID and hit **[Tab]** on your keyboard. The **Student Name** will auto-populate.

6. **Status**: Will be "*Not Used*" until the student enrolls in the class. Once the student enrolls, the Status will change to "*Used*."

7. **Permission Use Date**: Will auto-populate when the student enrolls in the class.

8. **Expiration Date**: Can be used to limit how long the student has to enroll in the class before the permission will expire.

   You can click the Permissions Tab or the Comments tabs individually, or you can expand the current view to include those options in one display.



9. Click the **Expand Section** icon to see the entire row of data for this student.

   The expanded view includes data from all three tabs: **General Info**, **Permissions** and **Comments**. (Depending on your screen resolution, you may need to use the scrollbar at the bottom of the page to view the sections on the far-right side of the page.)

   - The **Defaults** checked in Step 4 above are also checked here. Select or deselect permissions as needed for each student you add to the list.

   - The **Comments** section is available for any details you wish to add to the record.

   - Click the **Expand Section** icon again to return to the compact view.

10. Click the **[+] Add a Row** button to add another student to the list for this class section, updating the specific Permission checkboxes as needed.



11. To remove a student permission (in the case of an error), click the **[-] Delete Row** button. You can also end a permission by simply changing the Expiration Date.

## Override Codes Crosswalk

For overrides associated with enrollment other than repeat and re-enrollment processing.

| SIS CODE | SIS EXPLANATION | CAMPUS SOLUTIONS PERMISSION |
|---|---|---|
| AL | All restrictions including prerequisites, co-requisites, and restrictions defined on CRSERSTS and SECTRSTS | REQUISITES NOT MET |
| AP | Restrictions entered on CRSERSTS and SECTRSTS requiring approval of instructor, department or college | CONSENT REQUIRED |
| CO | Co-requisites | REQUISITES NOT MET |
| EL | Enrollment limit as set on SECTMNT or SECTXENR (for cross enrolled sections). | CLOSED CLASS |
| LV | Level combinations requiring an override as defined on REGAUTH | CAREER RESTRICTION |
| MH | Maximum hours for a given semester as defined on REGPROC. | PROCESS |
| PR | Prerequisites | REQUISITES NOT MET |
| RS | Restrictions other than prerequisites and corequisites as defined on CRSERSTS and SECTRSTS. | |
| TC | Time conflict | OVERRIDE |