

## Class Permission Number Notes

The Class Permission Number page is used to provide students or advisors with a means to override errors that occur due to:

1. A closed class. This includes closed sections as well as sections in which all of the remaining seats are reserved.
2. A requisite that is not met. This includes co-requisites, pre-requisites, student group, etc.
3. A class set with Department or Instructor Consent.
4. A class in a career other than the student's.

The path to the Class Permission Numbers page is:

RECORDS AND ENROLLMENT>TERM PROCESSING>CLASS PERMISSION NUMBERS

Enter the Term, Subject, and Catalog Nbr in the appropriate fields.

The results of the search display as follows:

The screenshot shows the 'Permission to Add' page. At the top, it displays course information: Course ID: 100584, Academic Institution: University of Pittsburgh, Term: Fall Term 2010-2011, Subject Area: ANTH, and Catalog Nbr: 0501. Below this is the 'Class Section Data' section, which includes Session: SE3 Full Term Session, Class Nbr: 14488, Class Status: Active, Class Section: 7510, Class Type: Enrollment Section, Component: Lecture, and Instructor: Williams-Shuker, Kimberly L. There are navigation arrows (First, 1 of 1, Last) at the top right of this section. Below the class section data is the 'Student Specific Permissions' section, which includes an 'Expiration Date' field set to 09/10/2010 and a 'Permission Valid For' section with four checkboxes: Closed Class, Requisites Not Met, Consent Required, and Career Restriction. A 'Generate' button is located below these checkboxes. At the bottom is the 'Class Permission Data' table, which has columns for Seq #, Number, ID, Name, Issued, Issued By, Issued Date, Status, Permission Use Date, and Expiration Date. The table contains one row with Seq # 1, Status Not Used, and Expiration Date 09/10/2010. Red arrows point from text boxes to the navigation arrows, the Expiration Date field, the 'Closed Class' checkbox, and the 'Generate' button.

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input type="checkbox"/>			Not Used		09/10/2010

Use the arrows to move from one section to another.

Change expiration date here.

Enter number of permission numbers to be created here.

Check appropriate override here.

If multiple sections of the class exist select the section for which you want to create the permission. Permission Numbers will be available for use until the Expiration Date which defaults to the last day of Add/Drop for the term or session. If you want to use a date other than the end of add/drop change the 'Expiration Date' before you enter the Assign More Permissions. Check the box(es) in the 'Permission Valid For' section that corresponds to the reason(s) for the override. For example, if you want to allow the student into the class without the designated requisites, check the **Requisites Not Met** box. This will

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allow the student to by-pass requisite processing but will not allow the student to register for the class if it is closed, has a Career conflict, or requires Department/Instructor Consent.

NOTE: You will not be able to provide class permission numbers for non-enrollment sections (i.e. labs, recitations). If a lab or recitation is closed and you want to allow a student to enroll in the section you will have to process the enrollment on Quick Enroll.

In the **'Assign More Permissions'** box enter the number of permissions that you want to grant at this time.

Click the **'Generate'** button and the following will display:

Permission to Add

Course ID: 100584 Course Offering Nbr: 7  
Academic Institution: University of Pittsburgh  
Term: Fall Term 2010-2011 Undergrad  
Subject Area: ANTH Anthropology  
Catalog Nbr: 0501 ARCHEOLOGY: AN OVERVIEW

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

Session: SE3 Full Term Session Class Nbr: 14488 Class Status: Active  
Class Section: 7510 Class Type: Enrollment Section  
Component: Lecture Instructor: Williams-Shuker, Kimberly L

Student Specific Permissions

Defaults

Expiration Date: 08/01/2010

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions: 1 Generate

Class Permission Data Customize | Find First 1 of 1 Last

General Info Permission Issued To

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	513321			<input type="checkbox"/>			Not Used		08/01/2010

The permission number to be given to the student is here.

NOTE: The Expiration Date field on the **'General Info'** tab is updatable until the permission number is used.

Click the **'Permission'** tab and you will notice that the box(es) checked under **'Permission Valid For'** will be checked for you. You can use this area to adjust the check box(es) as needed until the permission number is used.

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**Defaults**

Expiration Date: 08/01/2010 [B]

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions: 1 **Generate**

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

General Info | **Permission** | Issued To

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction
1	513321		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The Defaults area is used for initial creation of the permission number.

Override check boxes are updatable until the permission number is used.

Click the **'Issued To'** tab to record the ID of the student for whom the permission number was created.

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

General Info | Permission | **Issued To**

Seq #	Number	ID	Emplid Issued To
1	513321		1234567

Save | Return to Search | Previous in List | Next in List | Notify

Enter Student ID here.

Note: You can use the lookup to find the student ID number. The student's name will not display until the permission number is used. The student ID number is for information/tracking purposes, it will not be validated when the permission number is used.

On the **'General Info'** tab click the box under **'Issued'** to indicate that the permission number has been assigned to a student. Then click **Save**.

The **'Issued By'** and **'Issued Date'** fields will be populated with the ID of the user who created the permission number and the date it was created.

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

General Info | **Permission** | Issued To

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	232032			<input checked="" type="checkbox"/>	MATHAY	06/23/2010	Not Used		08/01/2010 [B]

Save | Return to Search | Notify

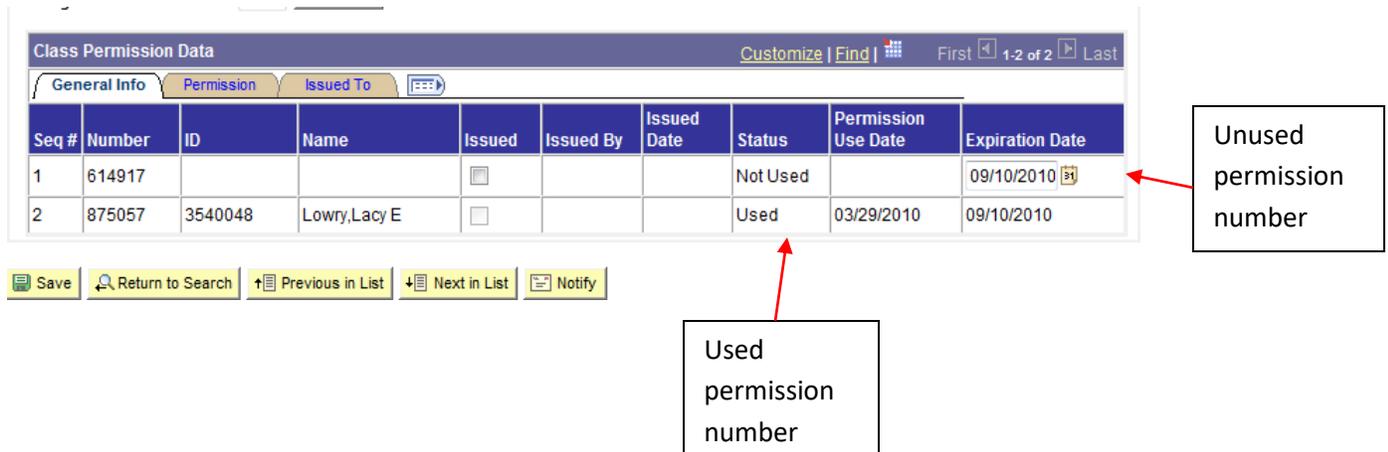
These fields populated when you click Save.

NOTE: For permission numbers created before the upgrade (7/2/2010) these fields will be blank. For permission number created after the upgrade (7/6/2010) these fields will be populated.

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Provide the Permission number and the Expiration Date to the student for processing via Self-Service Enrollment or with an Advisor via the Quick Enroll page. Be sure that the **Emp ID Issued To** field is updated with the ID of the student to whom permission is being granted. This is the only way you will know that the permission has been assigned. There is no functionality associated with this field it is for tracking purposes only. If the permission number is assigned to more than one student the first student to use it will be granted access to the class, others will receive an Invalid Permission Number error.

Once the permission number is used the ID of the student who used the permission number as well as the student's name will display under the ID field.



The screenshot shows a table titled "Class Permission Data" with columns: Seq #, Number, ID, Name, Issued, Issued By, Issued Date, Status, Permission Use Date, and Expiration Date. Row 1 (Seq # 1) has Number 614917, Status "Not Used", and Expiration Date 09/10/2010. Row 2 (Seq # 2) has Number 875057, ID 3540048, Name "Lowry,Lacy E", Status "Used", Permission Use Date 03/29/2010, and Expiration Date 09/10/2010. A red arrow points from a box labeled "Unused permission number" to the "Number" field of row 1. Another red arrow points from a box labeled "Used permission number" to the "Number" field of row 2.

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	614917			<input type="checkbox"/>			Not Used		09/10/2010
2	875057	3540048	Lowry,Lacy E	<input type="checkbox"/>			Used	03/29/2010	09/10/2010

Buttons: Save, Return to Search, Previous in List, Next in List, Notify