Campus Solutions - Student Records
California State University, Fullerton

Business Process Guide

Assigning Student Specific Permissions

DOCUMENT INFORMATION	
Module	Student Records
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Process Overview

A department secretary or faculty member can give student specific permission by entering the student's ID number into the system and instantly that student can register on self-service for the class. There will be no warning or error messages when attempting to register the student because the student has been given student specific permission for the class. This permission overrides career, class limit and pre-requisites but it does not override Service Indicators, time conflicts, term unit limits etc. and is considered a "golden pass" into the course.

Where the Data for This Process Comes From

Where the Data from This Process Goes

Related Information

Prerequisites and Assumptions

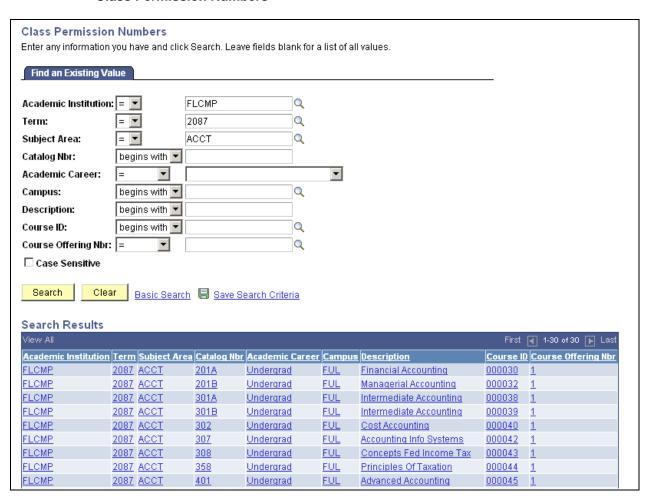| PREREQUISITES AND ASSUMPTIONS |
|---|
| ❑ If allowing entrance due to lack of pre-requisites, ensure the class is not full, as it will override both |
| ❑ If allowing entrance to a full class, ensure the students meets the pre-requisites if applicable, as it will override both |

Related Documents

RELATED DOCUMENTS	
DOCUMENT NAME	LOCATION OR LINK TO DOCUMENT

1.0 Locating the Class for Assigning Student Specific Permissions

Navigation: Records & Enrollment > Term Processing > Class Permissions >
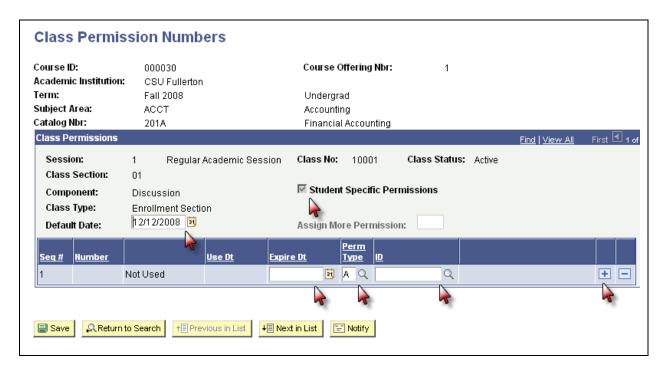**Class Permission Numbers**

Class Permission Numbers

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Field	Operator	Value
Academic Institution:	=	FLCMP
Term:	=	2087
Subject Area:	=	ACCT
Catalog Nbr:	begins with	
Academic Career:	=	
Campus:	begins with	
Description:	begins with	
Course ID:	begins with	
Course Offering Nbr:	=	

☐ Case Sensitive

[Search] [Clear]   Basic Search 💾 Save Search Criteria

Search Results

View All   First ◄ 1-30 of 30 ► Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
FLCMP	2087	ACCT	201A	Undergrad	FUL	Financial Accounting	000030	1
FLCMP	2087	ACCT	201B	Undergrad	FUL	Managerial Accounting	000032	1
FLCMP	2087	ACCT	301A	Undergrad	FUL	Intermediate Accounting	000038	1
FLCMP	2087	ACCT	301B	Undergrad	FUL	Intermediate Accounting	000039	1
FLCMP	2087	ACCT	302	Undergrad	FUL	Cost Accounting	000040	1
FLCMP	2087	ACCT	307	Undergrad	FUL	Accounting Info Systems	000042	1
FLCMP	2087	ACCT	308	Undergrad	FUL	Concepts Fed Income Tax	000043	1
FLCMP	2087	ACCT	358	Undergrad	FUL	Principles Of Taxation	000044	1
FLCMP	2087	ACCT	401	Undergrad	FUL	Advanced Accounting	000045	1

Step 1	Enter appropriate **Term** and **Subject**. Click on **Search**.
Step 2	If more than one section is listed in the search return, choose the appropriate class.

1.1 Assigning Student Specific Permissions

Step 1	Examine the **Default Date**. This default is set to the Session End Date (the last day of class instruction), and serves as the date when the specific permission would automatically expire, unless set to a different date as explained in **Step 4** below. If the date does not look correct, stop and consult Registration before proceeding.
Step 2	The **Student Specific Permissions** checkbox should be marked. If not, stop and consult Registration before proceeding.

Class Permission Numbers

Course ID:	000030	Course Offering Nbr:	1
Academic Institution:	CSU Fullerton		
Term:	Fall 2008	Undergrad	
Subject Area:	ACCT	Accounting	
Catalog Nbr:	201A	Financial Accounting	

Class Permissions   Find | View All   First ◄ 1 of

Session:	1 Regular Academic Session	Class No: 10001	Class Status: Active
Class Section:	01		
Component:	Discussion	☑ Student Specific Permissions	
Class Type:	Enrollment Section		
Default Date:	12/12/2008 📅	Assign More Permission:	

Seq #	Number		Use Dt	Expire Dt	Perm Type	ID			
1		Not Used		📅	A 🔍	🔍		➕	➖

[Save] [Return to Search] [Previous in List] [Next in List] [Notify]

Step 3	**ID field:** Enter the student **ID** (you can click on the magnifying glass to search on first and last name if student ID is not known)
Step 4	**Expire Dt field**: Enter date you wish the permission to expire, if you wish to limit the time a student has to use the permission. (the student will be able to use the permission through the end of the Expire Date)
Step 5	**Perm Type: A** (for Add) (this is the permission type, and A is the default value, which you should not need to change)
Step 6	**Save** your work
Step 7	If you need to enter additional students for the same class, click on the ➕ plus sign to insert an additional row and follow Steps 3-6 above for each student.
🛈	Once a student who has been given Student Specific Permission enrolls, this page is updated immediately in the **Use Dt** field to indicate when enrollment took place.