Assigning Student Specific Permissions

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<tr>
<td>Author</td>
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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

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<th>PREREQUISITES AND ASSUMPTIONS</th>
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<tr>
<td>❑ If allowing entrance due to lack of pre-requisites, ensure the class is not full, as it will override both</td>
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<tr>
<td>❑ If allowing entrance to a full class, ensure the students meets the pre-requisites if applicable, as it will override both</td>
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Related Documents

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<th>RELATED DOCUMENTS</th>
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1.0 Locating the Class for Assigning Student Specific Permissions

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

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

**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

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)

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)

Perm Type: A (for Add) (This is the permission type, and A is the default value, which you should not need to change)

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.