



CMS Student Administration 9.0

Generating Permission Numbers for Department Schedulers

Business Process Guide

Action Taken

Date	Who	Action	Pages
5/14/12	Kathleen Agostini	Created	All
5/30/12	Kathleen Agostini	Revised Student Specific Permissions section 1.2	Pages 14-25
8/15/12	Kathleen Agostini	Revised Permission Time Period information	Page 6
8/15/12	Kathleen Agostini	Added a red text box to highlight specific settings for permission numbers	Page 12

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1 Overview

Permission numbers allow students to enroll in a class that requires department or instructor consent. Additionally, permission numbers may override registration controls, such as prerequisites or closed classes.

There have been some enhancements to permission numbers with the 9.0 upgrade. New functionality allows you to enter comments and track distribution of permission numbers as well as new terminology that is more intuitive to the user.

On the Class Permissions page, you will see three sections to the page. The three sections are Class Section Data, Defaults, and Class Permission Data.

On the Class Section Data screen, you will see the class information. Remember to navigate to different section numbers, using your left and right arrow keys.

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions [New Window](#) | [Help](#) | [Cus](#)

Permission to Add

Course ID: 003832 Course Offering Nbr: 1
Academic Institution: Cal Poly
Term: Fall Quarter 2012 Undergrad
Subject Area: ENGL English
Catalog Nbr: 134 Writing and Rhetoric

Class Section Data Find | View All First 1 of 58 Last

Session: 1 Regular Academic Session Class Nbr: 1816 Class Status: Active
Class Section: 01 Class Type: Enrollment Section
Component: Lecture Instructor:
☐ Student Specific Permissions

Defaults

Expiration Date: 09/27/2012 [31]

Permission Valid For:

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

Assign More Permissions: [Generate](#) ☐ Set All Permissions to Issued

Class Permission Data Customize | Find | [Icon] | [Icon] First 1 of 1 Last

General Info | Permission | Comments | [Icon]

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input type="checkbox"/>			Not Used		09/27/2012 [31]

[Save](#) [Return to Search](#) [Notify](#)

The Defaults section displays the default settings used when Permission Numbers are generated.

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Term Processing](#) > [Class Permissions](#) > [Class Permissions](#)
[New Window](#) | [Help](#) | [Cus](#)

Permission to Add

Course ID: 003832 **Course Offering Nbr:** 1
Academic Institution: Cal Poly
Term: Fall Quarter 2012 Undergrad
Subject Area: ENGL English
Catalog Nbr: 134 Writing and Rhetoric

Class Section Data [Find](#) | [View All](#) First 1 of 58 Last

Session: 1 Regular Academic Session **Class Nbr:** 1816 **Class Status:** Active
Class Section: 01 **Class Type:** Enrollment Section
Component: Lecture **Instructor:**
☐ Student Specific Permissions

Defaults

Expiration Date: 09/27/2012 BT
Permission Valid For:

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

Assign More Permissions: Generate ☐ Set All Permissions to Issued

Class Permission Data [Customize](#) | [Find](#) | [Grid](#) | [Print](#) First 1 of 1 Last

[General Info](#) | [Permission](#) | [Comments](#) | [Add](#)

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input type="checkbox"/>			Not Used		09/27/2012 BT

Save Return to Search Notify

The Class Permissions Data section has three pages that allow you to track distribution of permission numbers and to enter comments. The three pages are:

1. The General Information Page, which displays the following information:
 - a. Permission Number
 - b. ID of the student if used
 - c. Name of the student if used
 - d. Issued - if selected indicates by whom and when a permission number has been given to a student. See snapshot below with an example.
 - e. Issued By - populates the user ID of the person that generated the permission number and selected the Issued box
 - f. Status of the permission number - Used or Not Used
 - g. Permissions Use Date – the date the permission number was used to enroll the student

- h. Expiration Date – system generated date which is the last day of the Add/Drop period for a term

Class Permission Data									
Customize Find First 1-5 of 5 Last									
General Info Permission Comments									
Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	115756			<input checked="" type="checkbox"/>	KAGOSTIN	05/16/2012	Not Used		09/27/2012
2	172551			<input type="checkbox"/>			Not Used		09/27/2012
3	733939			<input type="checkbox"/>			Not Used		09/27/2012
4	511276			<input type="checkbox"/>			Not Used		09/27/2012
5	635517			<input type="checkbox"/>			Not Used		09/27/2012

2. The Permissions Page displays the following information/settings:

- a. Permission Number
- b. Student ID if used
- c. *Closed Class Setting – This box will be deselected as the default setting. If deselected, the permission number will enforce the enrollment capacity on the class. If the box is selected, the permission number will override the enrollment capacity on the class.
- d. *Requisites Not Met – This box will be deselected as the default setting. If deselected the permission number will enforce the requisites for the course as defined in the Catalog. If the box is selected, the permission number will override requisites for this course.
- e. Consent Required – This box will be selected as the default setting. When selected, the permission number will override the Consent setting of a class. This field should remain selected as the purpose of the permission number is to allow a student to enroll in the class.
- f. Career Restriction – This box will be selected as the default setting. When selected, the permission number will override the Career for a class. Selected, the permission allows a PBAC student to enroll in a UGRD course. At Cal Poly, we don't restrict class enrollment by Career. This field should remain selected.
- g. Permission Time Period – This box will be selected as the default setting, so permission numbers work throughout enrollment, including the add/drop period during the first eight days of classes.

*Of the five settings, "Closed Class" & "Requisites Not Met" are the only two settings which department schedulers may wish to manipulate. There is no need to change the default values for the other settings

Here's a snapshot of the Permission page with the default settings:




Class Permission Data								
General Info		Permission		Comments				
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
1	88717		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
2	245826		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
3	791772		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
4	551377		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>
5	24689		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="-"/>


3. The Comments Page displays the following information:



- a. Permission Number
- b. Student ID if used
- c. Comment field – this is where you would enter any comments you wish to note, such as why a permission number was issued to a student.

Here's a snapshot of the Comments page:

Class Permission Data

Customize | Find |   First  1-5 of 5  Last

General Info | Permission | Comments 

Seq #	Number	ID	Comments	
1	88717		Faculty requested permission to issue to student.	
2	245826			
3	791772			
4	551377			
5	24689			

You may view all three pages by selecting the icon to the right of the Comments tab:

Class Permission Data				Customize	Find			First	1-5 of 5	Last	
General Info		Permission	Comments								
Seq #	Number	ID	Comments								
1	88717		Faculty requested permission to issue to student.								
2	245826										
3	791772										
4	551377										
5	24689										

The page will look like this and have all three pages condensed on the one view:

Class Permission Data														Customize Help 1st 1-5 of 5 Last	
Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
1	88717			<input type="checkbox"/>			Not Used		09/27/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Faculty requested permission to issue to student.
2	245826			<input type="checkbox"/>			Not Used		09/27/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	791772			<input type="checkbox"/>			Not Used		09/27/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
4	551377			<input type="checkbox"/>			Not Used		09/27/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
5	24609			<input type="checkbox"/>			Not Used		09/27/2012	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

1.1 Generating Permission Numbers

Step 1

To generate or add permissions number for a class, select the menu path:

Records and Enrollment > Term Processing > Class Permissions > Class Permissions

The following screen will display.

Favorites Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Class Permissions

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

Find an Existing Value

Limit the number of results to (up to 300):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

☐ Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

Step 2 Enter the term code you're generating permissions for

Step 3 Enter the subject area

Step 4 Enter the catalog number

Step 5 Select the "Search" button

Step 6 The Permission to Add page will display:

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Term Processing](#) > [Class Permissions](#) > [Class Permissions](#)

Permission to Add

Course ID: 003832 **Course Offering Nbr:** 1
Academic Institution: Cal Poly **Undergrad**
Term: Fall Quarter 2012 **English**
Subject Area: ENGL **Writing and Rhetoric**
Catalog Nbr: 134

Class Section Data [Find](#) | [View All](#) [First](#) 22 of 58 [Last](#)

Session: 1 **Regular Academic Session** **Class Nbr:** 5313 **Class Status:** Active
Class Section: 22 **Class Type:** Enrollment Section
Component: Lecture **Instructor:**

☐ Student Specific Permissions

Defaults

Expiration Date: 09/27/2012 [\[x\]](#)

Permission Valid For:

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

Assign More Permissions: 3 [Generate](#) ☐ Set All Permissions to Issued

Class Permission Data [Customize](#) | [Find](#) | [\[x\]](#) | [\[x\]](#) [First](#) 1-3 of 3 [Last](#)

[General Info](#) | [Permission](#) | [Comments](#) | [\[x\]](#)

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
1	347239		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[-]
2	220160		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[-]
3	913144		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[-]

[Save](#) [Return to Search](#) [Notify](#)

- Step 7 Navigate to the class section you're generating/adding permissions for by using the left and right arrow keys.
- Step 6 Assign More Permissions – Enter the number of permission numbers you wish to generate.
- Step 7 Select the "Generate" button and the permission number information will display
- Step 8 Select permission number settings/controls as appropriate. These settings are located on the Permission page.

Step 9**Select the “Save” button**

You're able to select the settings/controls for the permission numbers as appropriate on the *Permission Page*. The two settings used by Cal Poly are Closed Class and Requisites Not Met.

1. Closed Class - This box will be deselected as the default setting. If deselected the permission number will enforce the enrollment cap on the class. If the box is selected, the permission number will override the enrollment cap on the class.
2. Requisites Not Met – This box will be deselected as the default setting. If deselected the permission number will enforce the requisites for the course as defined in the Catalog. If the box is selected, the permission number will override requisites for this course.

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Permission to Add

Course ID: 003832 Course Offering Nbr: 1
Academic Institution: Cal Poly
Term: Fall Quarter 2012 Undergrad
Subject Area: ENGL English
Catalog Nbr: 134 Writing and Rhetoric

Class Section Data [Find](#) | [View All](#) First 22 of 58 Last

Session: 1 Regular Academic Session Class Nbr: 5313 Class Status: Active
Class Section: 22 Class Type: Enrollment Section
Component: Lecture Instructor:

☐ Student Specific Permissions

Defaults

Expiration Date: 09/27/2012 [H](#)

Permission Valid For:

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

Assign More Permissions: 3 [Generate](#) ☐ Set All Permissions to Issued

Class Permission Data [Customize](#) | [Find](#) | [H](#) | [H](#) First 1-3 of 3 Last

[General Info](#) | **[Permission](#)** | [Comments](#) | [H](#)

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
1	347239		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
2	220160		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-
3	913144		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	-

[Save](#) [Return to Search](#) [Notify](#)

Step 10

To issue a permission number for a closed class while still enforcing the requisites for the course, select the Closed Class box and leave the Requisites Not Met box deselected.

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Term Processing](#) > [Class Permissions](#) > [Class Permissions](#)

Permission to Add

Course ID: 003832 **Course Offering Nbr:** 1
Academic Institution: Cal Poly **Undergrad**
Term: Fall Quarter 2012 **English**
Subject Area: ENGL **Writing and Rhetoric**
Catalog Nbr: 134

Class Section Data [Find](#) | [View All](#) First 22 of 58 Last

Session: 1 Regular Academic Session **Class Nbr:** 5313 **Class Status:** Active
Class Section: 22 **Class Type:** Enrollment Section
Component: Lecture **Instructor:**

☐ Student Specific Permissions

Defaults

Expiration Date: 09/27/2012

Permission Valid For:

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

Assign More Permissions: 3 [Generate](#) ☐ Set All Permissions to Issued

Class Permission Data [Customize](#) | [Find](#) | | First 1-3 of 3 Last

[General Info](#) | [Permission](#) | [Comments](#) |

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
1	347239		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	220160		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	913144		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

[Save](#) | [Return to Search](#) | [Notify](#)

Step 11

To issue a permission number that will override the requisites for a course but still enforce the enrollment capacity on the class, select the Requisites Not Met box and leave the Closed Class box deselected.

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Term Processing](#) > [Class Permissions](#) > [Class Permissions](#)

Permission to Add

Course ID: 003832 Course Offering Nbr: 1
 Academic Institution: Cal Poly
 Term: Fall Quarter 2012 Undergrad
 Subject Area: ENGL English
 Catalog Nbr: 134 Writing and Rhetoric

Class Section Data [Find](#) | [View All](#) [First](#) 22 of 58 [Last](#)

Session: 1 Regular Academic Session Class Nbr: 5313 Class Status: Active
 Class Section: 22 Class Type: Enrollment Section
 Component: Lecture Instructor:

☐ Student Specific Permissions

Defaults

Expiration Date: 09/27/2012

Permission Valid For:

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

Assign More Permissions: 3 [Generate](#) ☐ Set All Permissions to Issued

Class Permission Data [Customize](#) | [Find](#) [First](#) 1-3 of 3 [Last](#)

[General Info](#) | [Permission](#) | [Comments](#)

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
1	347239		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	220160		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	913144		<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

[Save](#) [Return to Search](#) [Notify](#)

Step 12

To override a closed class and requisites on a course, select the Closed Class box and the Requisites Not Met box.

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Term Processing](#) > [Class Permissions](#) > [Class Permissions](#)

Permission to Add

Course ID: 003832 **Course Offering Nbr:** 1
Academic Institution: Cal Poly
Term: Fall Quarter 2012 Undergrad
Subject Area: ENGL English
Catalog Nbr: 134 Writing and Rhetoric

Class Section Data [Find](#) | [View All](#) First 1 22 of 58 Last

Session: 1 Regular Academic Session **Class Nbr:** 5313 **Class Status:** Active
Class Section: 22 **Class Type:** Enrollment Section
Component: Lecture **Instructor:**

☐ Student Specific Permissions

Defaults

Expiration Date: 09/27/2012

Permission Valid For:

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

Assign More Permissions: [Generate](#) ☐ Set All Permissions to Issued

Class Permission Data [Customize](#) | [Find](#) | | First 1 1-3 of 3 Last

[General Info](#) | [Permission](#) | [Comments](#)

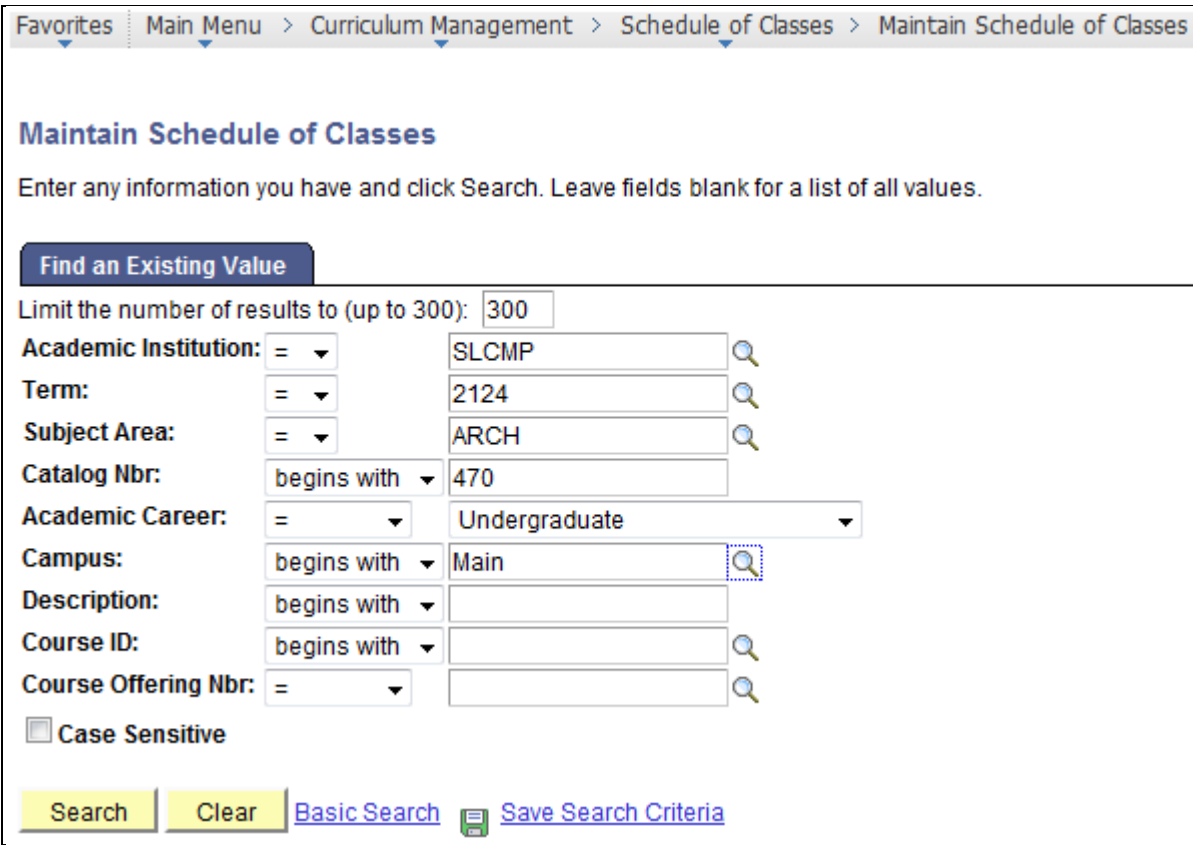
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	
1	347239		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
2	220160		<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	
3	913144		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	

Save Return to Search Notify

1.2 Student Specific Permission Numbers

Student Specific Permissions are used when the student enrollment for a class is known, such as a cohort of classes and the same students are progressing together through a series of classes.

The set-up for coding a class to be Student Specific Permission has not changed from 8.9 to 9.0. However, there have been some enhancements to permission numbers with the 9.0 upgrade. New functionality allows you to enter comments and track distribution of permission numbers as well as new terminology that is more intuitive to the user.

Step 1	<p>To set-up Student Specific Permission for a class, follow these steps:</p> <p>Navigate to Curriculum management > Schedule of Classes > Maintain Schedule of Classes</p> 
Step 2	Enter the term code
Step 3	Enter the Subject Area
Step 4	Enter the catalog Nbr
Step 5	Select the “Search” button

Step 6

On the Basic Data page you will select Student Specific Permissions

Favorites Main Menu > Curriculum Management > Schedule of Classes > Maintain Schedule of Classes

Basic Data Meetings Enrollment Cntrl Reserve Cap Notes

Course ID: 001705 Course Offering Nbr: 1
 Academic Institution: Cal Poly
 Term: Spring Quarter 2012 Undergrad
 Subject Area: ARCH Architecture
 Catalog Nbr: 470 Selected Advanced Topics **Auto Create Component**

Class Sections Find View All First 1 of 1 Last

*Session: 1 Regular Academic Session Class Nbr: 5604
 *Class Section: 01 *Start/End Date: 03/26/2012 06/01/2012
 *Component: LEC Lecture Event ID:
 *Class Type: Enrollment
 *Associated Class: 1 Units: 4.00 Add Fee
 *Campus: MAIN Main CPSLO
 *Location: SLO Cal Poly-San Luis Obispo
 Course Administrator:
 *Academic Organization: 135-ARCH Architecture
 Academic Group: UGRD Undergraduate
 *Holiday Schedule: AHS Academic Holiday Schedule
 *Instruction Mode: P In Person
 Primary Instr Section: 01

☒ Schedule Print
☒ Student Specific Permissions
☐ Dynamic Date Calc Required
☐ Generate Class Mtg Attendance
☒ Sync Attendance with Class Mtg
☐ GL Interface Required

Class Topic

Course Topic ID: 405 Architecture Publications ☒ Print Topic in Schedule

Equivalent Course Group

Course Equivalent Course Group: ☐ Override Equivalent Course
 Class Equivalent Course Group:

Class Attributes Customize Find View All First 1-2 of 2 Last

*Course Attribute	*Course Attribute Value
CLEV Course Level	2 Upper Division
E01 State Support	E01 State Support

Save Return to Search Notify

Step 7

On the Enrollment Cntrl page you will select Dept Cnsnt (Department Consent) for the Add Consent field value.

Basic Data Meetings **Enrollment Cntrl** Reserve Cap Notes

Course ID: 001705 Course Offering Nbr: 1
 Academic Institution: Cal Poly
 Term: Spring Quarter 2012 Undergrad
 Subject Area: ARCH Architecture
 Catalog Nbr: 470 Selected Advanced Topics

Enrollment Control Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 5604
 Class Section: 01 Component: Lecture Event ID:
 Associated Class: 1 Units: 4.00

*Class Status: Active Cancel Class

Class Type: Enrollment Enrollment Status: Open
 *Add Consent: Dept Cnsnt Requested Room Capacity: 24 Total
 *Drop Consent: No Consent Enrollment Capacity: 12 7
 1st Auto Enroll Section: Wait List Capacity: 99 0
 2nd Auto Enroll Section: Minimum Enrollment Nbr:
 Resection to Section:

☒ Auto Enroll from Wait List ☐ Cancel if Student Enrolled

Save Return to Search Notify

Step 8

You will then need to go into the Class Permissions page and enter the student ID's of the students you intend to give permission to enroll in this class section.

Select the menu path: Records and Enrollment > Term Processing > Class Permissions > Class Permissions

The following screen will display:

Favorites Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Class Permissions

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

Find an Existing Value

Limit the number of results to (up to 300): 300

Academic Institution: = SLCMP
 Term: = 2124
 Subject Area: = ARCH
 Catalog Nbr: begins with 470
 Academic Career: =
 Campus: begins with
 Description: begins with
 Course ID: begins with
 Course Offering Nbr: =

☐ Case Sensitive

Search Clear Basic Search Save Search Criteria

Step 9	Enter the term code
Step 10	Enter the subject area
Step 11	Enter the catalog Number and select the “Search” button

Step 12

The Permission to Add screen will display:

NOTE: To navigate to different section numbers of the same course, use your left and right arrow buttons.

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Term Processing](#) > [Class Permissions](#) > [Class Permissions](#)

Permission to Add

Course ID: 001705 **Course Offering Nbr:** 1
Academic Institution: Cal Poly
Term: Fall Quarter 2012 Undergrad
Subject Area: ARCH Architecture
Catalog Nbr: 470 Selected Advanced Topics

Class Section Data [Find](#) | [View All](#) [First](#) 2 of 2 [Last](#)

Session: 1 Regular Academic Session **Class Nbr:** 6734 **Class Status:** Active
Class Section: 71 **Class Type:** Enrollment Section
Component: Lecture **Instructor:** Doerfler, James A
 Dong, Kevin J

☒ **Student Specific Permissions**

Defaults

Expiration Date: 09/27/2012 [\[v\]](#)

Permission Valid For:

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

Assign More Permissions: [Generate](#)

Class Permission Data [Customize](#) | [Find](#) | [\[v\]](#) | [\[i\]](#) [First](#) 1 of 1 [Last](#)

[General Info](#) [Permission](#) [Comments](#) [\[v\]](#)

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		<input type="text"/> [v]		Not Used		09/27/2012 [v]	+	-

[Save](#) [Return to Search](#)

Step13

In the 'Defaults' area, you'll see the global controls that will be applied to the permission numbers for the class section specified. Determine if you wish to override 'Closed Class' and 'Requisites Not Met'. The default settings already are selected to override 'Consent Required', 'Career Restrictions', and 'Permission Time Period' as these boxes have been pre-selected.

If you want the enrollment cap and the prerequisites enforced, then you will leave the 'Closed Class' and 'Requisites Not Met' boxes deselected and proceed in entering the student ID's .

Favorites Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Permission to Add

Course ID: 001705 Course Offering Nbr: 1
 Academic Institution: Cal Poly
 Term: Fall Quarter 2012 Undergrad
 Subject Area: ARCH Architecture
 Catalog Nbr: 470 Selected Advanced Topics

Class Section Data Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 6734 Class Status: Active
 Class Section: 71 Class Type: Enrollment Section
 Component: Lecture Instructor: Doerfler, James A
 Dong, Kevin J

☒ Student Specific Permissions

Defaults

Expiration Date: 09/27/2012

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input 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	Name	Status	Permission Use Date	Expiration Date		
1				Not Used		09/27/2012		

If you wish to override the 'Closed Class' and 'Requisites Not Met', then you will select the boxes in

the 'Defaults' area.

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Term Processing](#) > [Class Permissions](#) > [Class Permissions](#)

Permission to Add

Course ID: 001705 Course Offering Nbr: 1
Academic Institution: Cal Poly
Term: Fall Quarter 2012 Undergrad
Subject Area: ARCH Architecture
Catalog Nbr: 470 Selected Advanced Topics

Class Section Data [Find](#) | [View All](#) [First](#) 2 of 2 [Last](#)

Session: 1 Regular Academic Session Class Nbr: 6734 Class Status: Active
Class Section: 71 Class Type: Enrollment Section
Component: Lecture Instructor: Doerfler, James A
Dong, Kevin J

☒ Student Specific Permissions

Defaults

Expiration Date: 09/27/2012 [it](#)

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" 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](#) | [it](#) [First](#) 1 of 1 [Last](#)

[General Info](#) | [Permission](#) | [Comments](#) [Add](#)

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

[Save](#) [Return to Search](#)

Step 14

In the Class Permissions Data you will find the field titled “ID”. This is where you will enter the student ID’s you wish to issue permission to enroll in this class.

When you tab out of the ID field the name of the student will populate in the “Name” field.

[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Term Processing](#) > [Class Permissions](#) > [Class Permissions](#)

Permission to Add


Course ID: 001705 **Course Offering Nbr:** 1
Academic Institution: Cal Poly
Term: Fall Quarter 2012 Undergrad
Subject Area: ARCH Architecture
Catalog Nbr: 470 Selected Advanced Topics

Class Section Data Find | View All | First 1 of 2 Last

Session: 1 Regular Academic Session **Class Nbr:** 6734 **Class Status:** Active
Class Section: 71 **Class Type:** Enrollment Section
Component: Lecture **Instructor:** Doerfler, James A.
 Dong, Kevin J.



☒ Student Specific Permissions

Defaults





Expiration Date: 09/27/2012 
Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input 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](#) | [\[Add\]](#)

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		<input type="text"/> 		Not Used		09/27/2012 		

Step 15

Once you've entered the first student ID, hit the 'plus' + button to add additional names and ID's as necessary.

Navigation: Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Permission to Add

Course ID: 001705 Course Offering Nbr: 1
 Academic Institution: Cal Poly
 Term: Fall Quarter 2012 Undergrad
 Subject Area: ARCH Architecture
 Catalog Nbr: 470 Selected Advanced Topics

Class Section Data Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 6734 Class Status: Active
 Class Section: 71 Class Type: Enrollment Section
 Component: Lecture Instructor: Doerfler, James A
 Dong, Kevin J

☒ Student Specific Permissions

▼ Defaults

Expiration Date: 09/27/2012

Permission Valid For:

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

Assign More Permissions:

Class Permission Data Customize | Find First 1-2 of 2 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	
1		004687861		Not Used		09/27/2012	
2				Not Used		09/27/2012	

Save Return to Search

Step 16

You may also use the “Look up” function to add the students on this page. Select the magnifying class to the right of the ID field and the following is a screen shot of the searchable fields you may use to locate the students you wish to give permission to enroll in this class.

Step 17

To review the settings or change the settings once you entered a student's name, go to the Permission tab under Class Permission Data. Once the student has successfully enrolled, these setting will become 'locked' and won't be able to be changed.

Navigation: Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Permission to Add

Course ID: 001705 Course Offering Nbr: 1
 Academic Institution: Cal Poly
 Term: Fall Quarter 2012 Undergrad
 Subject Area: ARCH Architecture
 Catalog Nbr: 470 Selected Advanced Topics

Class Section Data Find | View All First 2 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 6734 Class Status: Active
 Class Section: 71 Class Type: Enrollment Section
 Component: Lecture Instructor: Doerfler, James A
 Dong, Kevin J

☒ Student Specific Permissions

Defaults

Expiration Date: 09/27/2012

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" 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 1-3 of 3 Last

General Info | **Permission** | Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		004687861	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2		008376949	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3		008377001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Step 18

On the Comments page, you can enter information specific to the student if desired.

[Favorites](#) > [Main Menu](#) > [Records and Enrollment](#) > [Term Processing](#) > [Class Permissions](#) > [Class Permissions](#)

Permission to Add

Course ID: 001705 **Course Offering Nbr:** 1
Academic Institution: Cal Poly **Undergrad**
Term: Fall Quarter 2012 **Architecture**
Subject Area: ARCH **Selected Advanced Topics**
Catalog Nbr: 470

Class Section Data Find | View All First 2 of 2 Last

Session: 1 Regular Academic Session **Class Nbr:** 6734 **Class Status:** Active
Class Section: 71 **Class Type:** Enrollment Section
Component: Lecture **Instructor:** Doerfler, James A
 Dong, Kevin J

☒ **Student Specific Permissions**

▼ Defaults

Expiration Date: 09/27/2012

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" 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 1-3 of 3 Last

[General Info](#) [Permission](#) [Comments](#)

Seq #	Number	ID	Comments		
1		004687861	Faculty request - add student to class.	<input type="button" value="+"/>	<input type="button" value="-"/>
2		008376949		<input type="button" value="+"/>	<input type="button" value="-"/>
3		008377001		<input type="button" value="+"/>	<input type="button" value="-"/>

Step 19

Remember to hit the Save button when you've finished entering the students ID's.

[Favorites](#) | [Main Menu](#) > [Records and Enrollment](#) > [Term Processing](#) > [Class Permissions](#) > [Class Permissions](#)

Permission to Add

Course ID: 001705 **Course Offering Nbr:** 1
Academic Institution: Cal Poly
Term: Fall Quarter 2012 Undergrad
Subject Area: ARCH Architecture
Catalog Nbr: 470 Selected Advanced Topics

Class Section Data [Find](#) | [View All](#) First 1 2 of 2 Last

Session: 1 Regular Academic Session **Class Nbr:** 6734 **Class Status:** Active
Class Section: 71 **Class Type:** Enrollment Section
Component: Lecture **Instructor:** Doerfler, James A
 Dong, Kevin J

☒ **Student Specific Permissions**

Defaults

Expiration Date: 09/27/2012

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" 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 1-3 of 3 Last

[General Info](#) | [Permission](#) | [Comments](#) |

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		004687861	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
2		008376949	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		
3		008377001	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		

Save [Return to Search](#)

End of BPG