

CLASS PERMISSIONS

Understanding Class Permissions	1
Prerequisites to Using Class Permissions.....	2
Create Student-Specific Class Permissions	4
Create General Class Permission Numbers.....	10

Understanding Class Permissions

Class permissions are numbers or authorizations that can be associated with a class section and assigned or provided to students for use during registration. You can create general or student-specific add permissions.

Class permissions can override the following conditions

- Requisites
- Closed (full) classes
- Consent required by department or instructor
- Career (undergraduate, graduate, etc.)

Permissions allow a student to add a class, as long as the student uses the permission by the expiration date and does not violate overall student limitation rules (such as maximum number of credit hours allowed per session and term).

Prerequisites to Using Class Permissions

Before class permissions can be generate class permissions, you must:

1. **Schedule a class (section).**
2. **Decide if class will use student-specific add permissions or general add permissions**
 - a) Student Specific Permissions
 - Select the **Student Specific Permissions** check box on the Basic Data page (for student-specific permissions).

The screenshot displays the 'Maintain Schedule of Classes' interface. At the top, navigation tabs include 'Basic Data', 'Meetings', 'Enrollment Cntrl', 'Reserve Cap', and 'Notes'. The 'Basic Data' tab is active, showing course details: Course ID: 021317, Course Offering Nbr: 1, Academic Institution: University of Houston, Term: Spring 2017, Subject Area: ENGI, and Catalog Nbr: 4398. Below this, the 'Class Sections' section is visible, showing details for Class Section 01, Component IND, and Class Type Enrollment. The 'Associated Class Attributes' section on the right contains several checkboxes: 'Add Fee', 'Schedule Print', 'Student Specific Permissions' (checked), 'Dynamic Date Calc Required', 'Generate Class Mtg Attendance', 'Sync Attendance with Class Mtg', and 'GL Interface Required'. A yellow callout box with the text 'box selected' and a green arrow points to the 'Student Specific Permissions' checkbox.

- Proceed with the process to create [Student Specific Permissions](#)

c) General Class Permissions

- For **General Class Permissions**, clear the Student Specific Permissions check box on the Basic Data page.

Course ID: 016600 Course Offering Nbr: 1
Academic Institution: University of Houston
Term: Spring 2017 Undergrad
Subject Area: COMM COMM (Communication) Auto Create Component
Catalog Nbr: 4392 Professional Internship

Class Sections Find | View All First 1 of 1 Last

*Session: 1 Regular Academic Session Class Nbr: 10916
*Class Section: 01 *Start/End Date: 01/17/2017 05/10/2017
*Component: PRA Practicum Event ID:
*Class Type: Enrollment
*Associated Class: 1 Units: 3.00 Associated Class Attributes
*Campus: UH UH Add Fee
*Location: H0001 University of Houston
Course Administrator:
*Academic Organization: H460COM Communication, Department of
Academic Group: 46 Lib Arts & Soc Sci, Coll of
*Holiday Schedule: HHS UH Holiday Schedule
*Instruction Mode: P Face to Face
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

box NOT selected

- Proceed with the process to create [General Class Permissions](#)

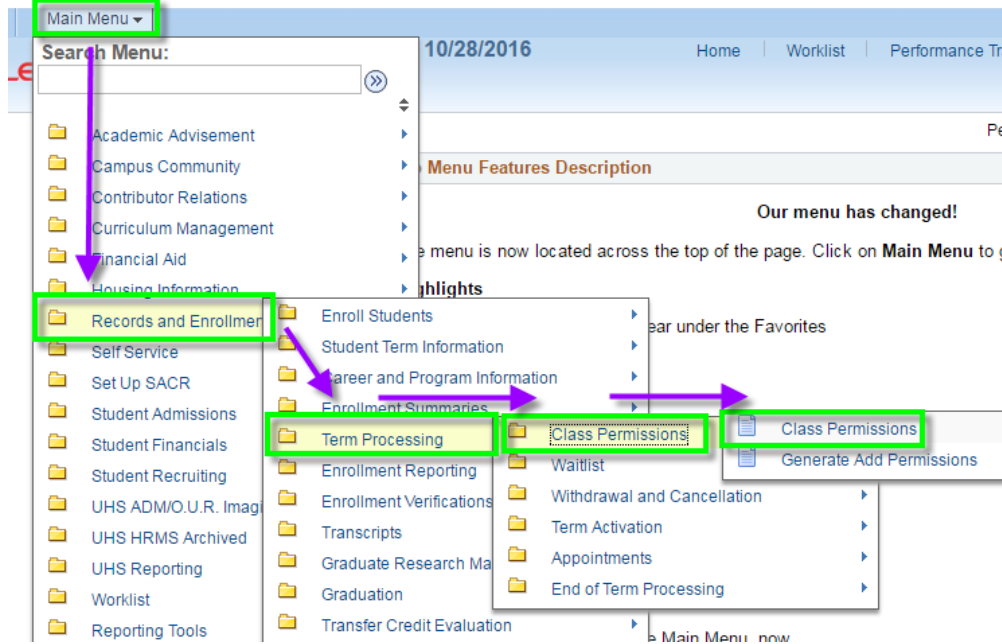
Create Student-Specific Class Permissions

Student Specific Class Permissions are especially useful when you have a pre-defined list of students (such as those that qualify by audition or application) or when you want to ensure that only those you have approved with special conditions are allowed to register.

1. Navigate

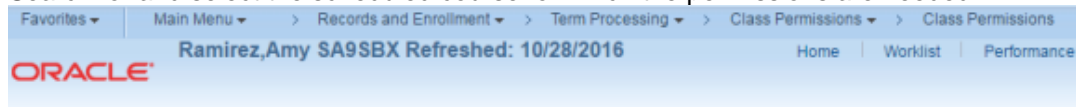
Navigate to the Class Permissions page.

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



2. Search

Search for and select the scheduled course for which the permissions are needed.



Class Permissions

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

Find an Existing Value

Search Criteria

Use Saved Search: [dropdown]

Academic Institution: [dropdown] 00730

Term: [dropdown] 2010

Subject Area: [dropdown] ENGI

Catalog Nbr: [dropdown] begins with 4398

Academic Career: [dropdown] Undergraduate

Campus: [dropdown] begins with UH

Description: [dropdown] begins with

Course ID: [dropdown] begins with

Course Offering Nbr: [dropdown]

Academic Organization: [dropdown] begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria Delete Saved Search

search for and select the course for which permissions are needed

3. Default Options

Set default options for the permission expiration date and overrides that the permission will allow:

- **Expiration Date** - Enter the last date the student is allowed to self-enroll for the class. This date will be defined by the session in which the class will be offered.
- **Permission Valid For**
 - **Closed Class** - Select to allow students to enroll in a class that is full. This type of permission also allows students to enroll in a closed combined section, or in a class where all available seats are subject to reserve capacity requirements that they might not meet.
 - **Requisites Not Met** - allows student to register even when programmed requisites (the req check) are not satisfied. (*Adjust Class Associations > Class Requisites*)
 - **Consent Required** - allows student to register in a section that requires department or instructor consent (*Maintain Schedule of Classes > Enrollment Control*)
 - **Career Restriction** - allows student to register in a course that is not within the student's career (UGRD, GRAD, OPT, PHAR, LAW)
 - **Permission Time Period** - UH currently does not use. Leaving checked will not cause any harm.

Permission to Add
Permission to Drop

Course ID: 021317

Academic Institution: University of Houston

Term: Spring 2017

Subject Area: ENGI

Catalog Nbr: 4398

Course Offering Nbr: 1

Undergrad

ENGI (Engineering)

Independent Study

Verify the section of the class. To create permissions in all sections, complete the process in each section

Class Section Data Find | View All

Session: 1 Regular Academic Session Class Nbr: 17840 Class Status: Active

Class Section: 01 Class Type: Enrollment Section

Component: Independent Study Instructor: Sisk,Lesley

First 1 of 4 Last

Student Specific Permissions is selected because option selected in the class schedule.

Expiration Date should be the last day students are allowed to self-enroll for the session of the course

▼ Defaults

Expiration Date:

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 Personalize | Find | |

First 1 of 1 Last

General Info
Permission
Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1		<input type="text"/>		Not Used		01/24/2017 <input type="button" value="B1"/>

Permission to Add | Permission to Drop

4. Class Permission Data

Enter the student ID number in the ID field. The student name will populate in the Name field.

- To add additional students, click the + sign at the end of the last row.
- To remove a student, click the - sign at the end of the specific row.

Permission to Add
Permission to Drop

Course ID: 021317 **Course Offering Nbr:** 1
Academic Institution: University of Houston
Term: Spring 2017 Undergrad
Subject Area: ENGI ENGI (Engineering)
Catalog Nbr: 4398 Independent Study

Class Section Data Find | View All First 1 of 4 Last

Session: 1 Regular Academic Session **Class Nbr:** 17840 **Class Status:** Active
Class Section: 01 **Class Type:** Enrollment Section
Component: Independent Study **Instructor:** Sisk,Lesley

Student Specific Permissions

▼ Defaults

Expiration Date: 01/24/2017

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 Personalize | Find | 1-3 of 3 Last

General Info
Permission
Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		0000019	Ruiz-Gomez,Migdalia	Not Used		01/24/2017	<input type="button" value="+"/>	<input type="button" value="-"/>
2		1287502	Kraatz,Kyle	Not Used		01/24/2017	<input type="button" value="+"/>	<input type="button" value="-"/>
3				Not Used		01/24/2017	<input style="border: 2px solid green;" type="button" value="+"/>	<input type="button" value="-"/>

entering the student ID will populate the student name

Add/remove rows

5. Adjust individual student permissions

- Adjust any student-specific permissions from the Permission tab by selecting or deselecting the checkbox.

Permission to Add
Permission to Drop

Course ID: 021317 **Course Offering Nbr:** 1
Academic Institution: University of Houston
Term: Spring 2017 Undergrad
Subject Area: ENGI ENGI (Engineering)
Catalog Nbr: 4398 Independent Study

Class Section Data Find | View All First 1 of 4 Last

Session: 1 Regular Academic Session **Class Nbr:** 17840 **Class Status:** Active
Class Section: 01 **Class Type:** Enrollment Section
Component: Independent Study **Instructor:** Sisk,Lesley

Student Specific Permissions

▼ **Defaults**

Expiration Date: 01/24/2017

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 Personalize | 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		0000019	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2		1287502	<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		<input type="text"/>	<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="-"/>

6. SAVE your work!

Permission to Add
Permission to Drop

Course ID: 021317 Course Offering Nbr: 1

Academic Institution: University of Houston

Term: Spring 2017 Undergrad

Subject Area: ENGI ENGI (Engineering)

Catalog Nbr: 4398 Independent Study

Class Section Data Find | View All First ◀ 1 of 4 ▶ Last

Session: 1 Regular Academic Session Class Nbr: 17840 Class Status: Active

Class Section: 01 Class Type: Enrollment Section

Component: Independent Study Instructor: Sisk,Lesley

Student Specific Permissions

▼ Defaults

Expiration Date:

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 Personalize | Find | First ◀ 1-3 of 3 ▶ Last

General Info
Permission
Comments
☰

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		<input type="text" value="0000019"/>	Ruiz-Gomez,Migdalia	Not Used		<input type="text" value="01/24/2017"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
2		<input type="text" value="1287502"/>	Kraatz,Kyle	Not Used		<input type="text" value="01/24/2017"/>	<input type="button" value="+"/>	<input type="button" value="-"/>
3		<input type="text"/>		Not Used		<input type="text" value="01/24/2017"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Save
 Return to Search
 Notify

[Permission to Add](#) | [Permission to Drop](#)

7. Status

The **Status** of the permission can be verified through the General Info tab. Values include:

- **Used but Wait Listed:** Appears when a student is placed on the wait list for a class for which the student has a permission number or student specific permission. The wait list process can therefore use the permission number or student specific permission to allow the student to enroll, without meeting conditions such as requisites.
- **Used:** In the example of a student who is placed on the wait list for a class, this value appears when the student is moved from the wait list and enrolled in the class.
- **Used then Dropped:** Appears when a student uses a permission to add a class and subsequently drops the class.

8. Points to remember for Student Specific Permissions

- Since we are working with permission numbers assigned to an identified student, the student will be able to add and drop the course until the permission expiration date.
- The department/instructor does not need to provide the student with any permission number. When the student attempts registration, their ID will be recognized as permitted in the course.
- Since there is no number to provide, there is no concern that permissions will be shared between students.
- If class section also uses requisite checking, the PERC module will inform the department that the student was "Permitted" enrollment.

9. Changing between Student-Specific Permission Numbers and General Permission Numbers setup

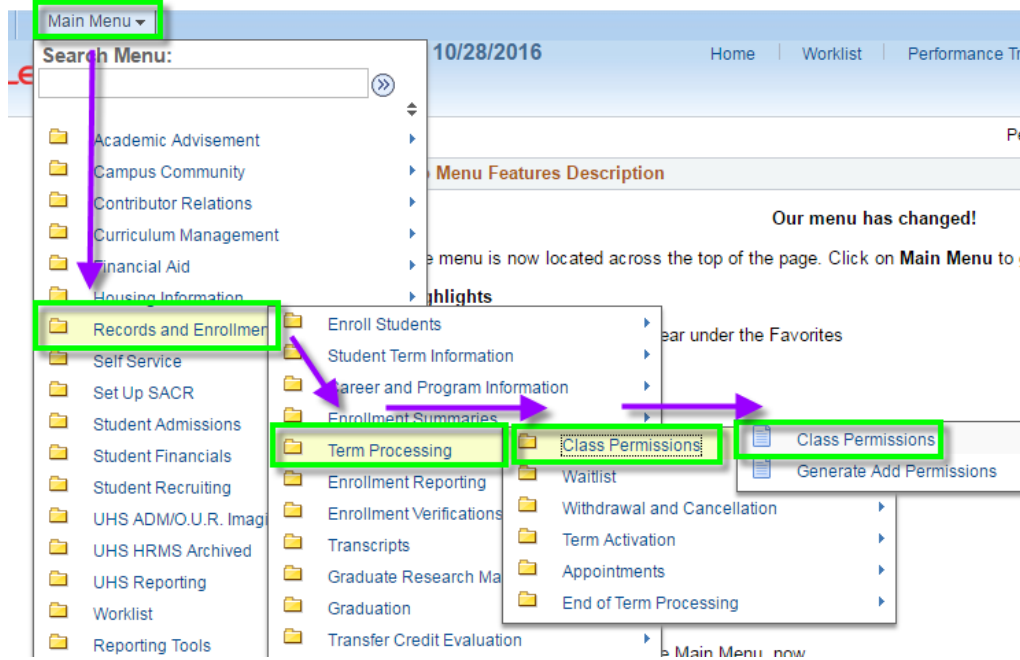
- A class section cannot use both student-specific and general permissions.
- If one method is used and is decided to switch to the other method, the change must be made in the *Maintain Schedule of Classes* area by either selecting or de-selecting the **Student Specific Permissions** checkbox.
- Switching methods will void all existing permissions (student-specific or general) for that class section.
 - All unused permissions will be voided
 - All used permissions will no longer exist, but any students enrolled using the permission number WILL NOT be dropped.

Create General Class Permission Numbers

General Class Permission Numbers are useful to when instructors want to allow a student into a class that is full and want to avoid the time-consuming paper add form process. This also allows the student to self-enroll in the class, which is always the university's preference, so that the student is immediately aware of the change to their record and is informed of any change in tuition and fees and accepts responsibility for that change.

1. Navigate to the Class Permissions page.

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



2. Select Class

Search for and select the scheduled course for which the permissions are needed.

Class Permissions

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

Find an Existing Value

▼ Search Criteria

Use Saved Search:

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Academic Career:

Campus:

Description:

Course ID:

Course Offering Nbr:

Academic Organization:

Case Sensitive

search for and select the course for which permissions are needed

3. Default Options

Set default options for the permission expiration date and overrides that the permission will allow:

- a) **Expiration Date** - Enter the last date the student is allowed to self-enroll for the class. This date will be defined by the session in which the class will be offered.
- b) **Permission Valid For**
 - **Closed Class** - Select to allow students to enroll in a class that is full. This type of permission also allows students to enroll in a closed combined section, or in a class where all available seats are subject to reserve capacity requirements that they might not meet.
 - **Requisites Not Met** - allows student to register even when programmed requisites (the req check) are not satisfied. (*Adjust Class Associations > Class Requisites*)
 - **Consent Required** - allows student to register in a section that requires department or instructor consent (*Maintain Schedule of Classes > Enrollment Control*)
 - **Career Restriction** - allows student to register in a course that is not within the student's career (UGRD, GRAD, OPT, PHAR, LAW)
 - **Permission Time Period** - UH currently does not use. Leaving checked will not cause any harm.

Permission to Add | **Permission to Drop**

Course ID: 016600 Course Offering Nbr: 1
 Academic Institution: University of Houston
 Term: Spring 2017 Undergrad
 Subject Area: COMM COMM (Communication)
 Catalog Nbr: 4392 Professional Internship

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

Session: 1 Regular Academic Session Class Nbr: 10916 Class Status: Active
 Class Section: 01 Class Type: Enrollment Section
 Component: Practicum Instructor: Ashley,Laura B

Student Specific Permissions

Defaults

Expiration Date: 01/24/2017

Permission Valid For:

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

Assign More Permissions: **Generate** Set All Permissions to Issued

Class Permission Data Personalize | Find | First 1 of 1 Last

General Info | **Permission** | **Comments** |

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1							Not Used		01/24/2017

Save | **Return to Search** | **Notify**

Permission to Add | **Permission to Drop**

4. Generate Permission numbers

In the **Assign More Permissions** field, enter the desired number of permission numbers to be generated

- click the *Generate* button
- In the **Class Permission Data** section, rows will be created with unique permission numbers.
- Additional numbers (rows) can be created at any time by repeating steps a and b.

Permission to Add
Permission to Drop

Course ID: 016600 Course Offering Nbr: 1

Academic Institution: University of Houston

Term: Spring 2017 Undergrad

Subject Area: COMM COMM (Communication)

Catalog Nbr: 4392 Professional Internship

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

Session: 1 Regular Academic Session Class Nbr: 10916 Class Status: Active

Class Section: 01 Class Type: Enrollment Section

Component: Practicum Instructor: Ashley,Laura B

Student Specific Permissions

▼ Defaults

Expiration Date: 01/24/2017

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 Set All Permissions to Issued

Class Permission Data Personalize | Find | 1-10 of 10 Last

General Info
Permission
Comments

Seq #	Number	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	552513		<input type="checkbox"/>			Not Used		01/24/2017
2	865743		<input type="checkbox"/>			Not Used		01/24/2017
3	355604		<input type="checkbox"/>			Not Used		01/24/2017
4	835308		<input type="checkbox"/>			Not Used		01/24/2017
5	517684		<input type="checkbox"/>			Not Used		01/24/2017
6	792385		<input type="checkbox"/>			Not Used		01/24/2017
7	453123		<input type="checkbox"/>			Not Used		01/24/2017
8	712348		<input type="checkbox"/>			Not Used		01/24/2017
9	497854		<input type="checkbox"/>			Not Used		01/24/2017
10	252049		<input type="checkbox"/>			Not Used		01/24/2017

Save
Return to Search
Notify

Permission to Add | Permission to Drop

5. Adjust individual number permissions

- Adjust any student-specific permissions from the **Permission** tab by selecting or deselecting the associated checkboxes
- SAVE the page.
- Why adjust?
Numbers can be created to allow a student to enroll by overriding some or all of the allowable conditions. If an instructor wants to limit enrollment for those they suspect do not have the prerequisites, numbers can be provided that will allow a student into a full class, but not if the student lacks the prerequisites. Numbers can also be provided to allow a student into a class if they don't meet the prerequisites, but not if the class is full.
If using multiple options, the challenge will be to maintain the distinctions for the numbers.

Permission to Add
Permission to Drop

Course ID: 016600

Academic Institution: University of Houston

Term: Spring 2017

Subject Area: COMM

Catalog Nbr: 4392

Course Offering Nbr: 1

Undergrad

COMM (Communication)

Professional Internship

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

Session: 1 Regular Academic Session **Class Nbr:** 10916 **Class Status:** Active

Class Section: 01 **Class Type:** Enrollment Section

Component: Practicum **Instructor:** Ashley,Laura B

Student Specific Permissions

Defaults

Expiration Date: 01/24/2017

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 Set All Permissions to Issued

Permissions:

Class Permission Data Personalize | Find | First 1-10 of 10 Last

General Info
Permission
Comments

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1	552513	all overrides permitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2	865743	overrides permitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3	355604	overrides permitted	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4	835308	override full class, but not requisites	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
5	517684	override full class, but not requisites	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
6	792385	override full class, but not requisites	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
7	453123	override full class, but not requisites	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
8	712348	override requisites, but not full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
9	497854	override requisites, but not full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
10	252049	override requisites, but not full	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

6. Issue Numbers

- When permission numbers have been issued (either given to an instructor to judiciously hand out or directly to a student), the **Issued checkbox** should be selected. This will help avoid assigning a permission number to more than one student.
- SAVE the page.

Permission to Add
Permission to Drop

Course ID: 016600 Course Offering Nbr: 1

Academic Institution: University of Houston

Term: Spring 2017 Undergrad

Subject Area: COMM COMM (Communication)

Catalog Nbr: 4392 Professional Internship

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

Session: 1 Regular Academic Session Class Nbr: 10916 Class Status: Active

Class Section: 01 Class Type: Enrollment Section

Component: Practicum Instructor: Ashley,Laura B

Student Specific Permissions

▼ Defaults

Expiration Date: 01/24/2017

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 Generate Set All Permissions to Issued

Permissions:

Class Permission Data Personalize | Find | First 1-10 of 10 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	552513			<input checked="" type="checkbox"/>	0176558	11/03/2016	Not Used		01/24/2017
2	865743			<input checked="" type="checkbox"/>	0176558	11/03/2016	Not Used		01/24/2017
3	355604			<input checked="" type="checkbox"/>	0176558	11/03/2016	Not Used		01/24/2017
4	835308			<input checked="" type="checkbox"/>	0176558	11/03/2016	Not Used		01/24/2017
5	517684			<input type="checkbox"/>			Not Used		01/24/2017
6	792385			<input type="checkbox"/>			Not Used		01/24/2017
7	453123			<input type="checkbox"/>			Not Used		01/24/2017
8	712348			<input type="checkbox"/>			Not Used		01/24/2017
9	497854			<input type="checkbox"/>			Not Used		01/24/2017
10	25119			<input type="checkbox"/>			Not Used		01/24/2017

Save | Return to Search | Notify

Select the Issued checkbox for numbers given out for use and click Save. The number will be recorded as issued to help prevent issuing the same number to more than one student.

Page 14 of 16

7. Status

The **Status** of the permission can be verified through the General Info tab. Values include:

- **Used but Wait Listed:** Appears when a student is placed on the wait list for a class for which the student has a permission number or student specific permission. The wait list process can therefore use the permission number or student specific permission to allow the student to enroll, without meeting conditions such as requisites.
- **Used:** In the example of a student who is placed on the wait list for a class, this value appears when the student is moved from the wait list and enrolled in the class.
- **Used then Dropped:** Appears when a student uses a permission to add a class and subsequently drops the class.

Permission to Add
Permission to Drop

Course ID: 016600 **Course Offering Nbr:** 1

Academic Institution: University of Houston

Term: Spring 2017 Undergrad

Subject Area: COMM COMM (Communication)

Catalog Nbr: 4392 Professional Internship

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

Session: 1 Regular Academic Session **Class Nbr:** 10916 **Class Status:** Active

Class Section: 01 **Class Type:** Enrollment Section

Component: Practicum **Instructor:** Ashley,Laura B

Student Specific Permissions

Defaults

Expiration Date: 01/24/2017

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 Generate Set All Permissions to Issued

Permissions:

Class Permission Data Personalize | Find | First 1-10 of 10 Last

General Info Permission Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	552513	1500043	O'canas,Alison M	<input checked="" type="checkbox"/>	0176558	11/03/2016	Used then Dropped	11/03/2016	01/24/2017
2	865743			<input checked="" type="checkbox"/>	0176558	11/03/2016	Not Used		01/24/2017
3	355604			<input checked="" type="checkbox"/>	0176558	11/03/2016	Not Used		01/24/2017
4	835308			<input checked="" type="checkbox"/>	0176558	11/03/2016	Not Used		01/24/2017
5	517684	1534863	Najjar,Ghassan J	<input type="checkbox"/>			Used	11/03/2016	01/24/2017
6	792385			<input type="checkbox"/>			Not Used		01/24/2017
7	453123			<input type="checkbox"/>			Not Used		01/24/2017
8	712348			<input type="checkbox"/>			Not Used		01/24/2017
9	497854			<input type="checkbox"/>			Not Used		01/24/2017
10	252049			<input type="checkbox"/>			Not Used		01/24/2017

8. Points to Remember for General Permission Numbers

- Since we are working with general (not student-specific) permission numbers, once the permission number is used one time, it is no longer a valid number.
- If the student given the permission number uses the permission number to add the class and then drops the class, the student will have to obtain a new permission number in order to add the class again (unless conditions change and permission numbers are no longer being required for the course).
- Permission numbers cannot be shared between students. The number is for one-time use only.
- If class section also uses requisite checking, the PERC module will inform the department that the student was “Permitted” enrollment.

9. Changing between Student-Specific Permission Numbers and General Permission Numbers setup

- A class section cannot use both student-specific and general permissions.
- If one method is used and is decided to switch to the other method, the change must be made in the *Maintain Schedule of Classes* area by either selecting or de-selecting the **Student Specific Permissions** checkbox.
- Switching methods will void all existing permissions (student-specific or general) for that class section.
 - All unused permissions will be voided
 - All used permissions will no longer exist, but any students enrolled using the permission number WILL NOT be dropped.