



For Department Chairs/Support Staff

Granting a Student Permission to Enroll: (Used prior to a student registering)

This enables a student to register in the class through self-service when the enrollment appointment time begins.

1. Navigate to:
Records and Enrollment > Term Processing > Class Permissions > Class Permission Numbers
2. Enter in Term, Subject, and Catalog number of class you need to add the student permission – select the course and then scroll through to the correct section.
3. Under the Defaults area ‘Permission Valid For’ check off the appropriate box(es) – only if this is the default for ALL permissions for that section, otherwise, these boxes should remain unchecked.

Permission to Add

Course ID: 003985 **Course Offering Nbr:** 1
Academic Institution: The College of New Jersey
Term: 2010 Fall Undergrad
Subject Area: BIO Biology (BIO)
Catalog Nbr: 141 PRIN HUM ANATOMY & PHYSIOLOGY

Class Section Data Find | View All First 1 of 6 Last

Session: 1 Regular Academic Session **Class Nbr:** 82710 **Class Status:** Active
Class Section: A **Class Type:** Non-Enrollment Section
Component: Lecture **Instructor:** Uzwiak,Anthony Joseph

Student Specific Permissions

Defaults

Expiration Date: 12/10/2010

Permission Valid For:


Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input 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		<input type="text"/>		Not Used		12/10/2010 <input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

- Under 'Class Permission Data', add the student's EMPL ID. If adding more than one student, select the  to add a row and continue to enter in student EMPL ID numbers.

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		200024 	Alcaro,Elizabeth Muriel	Not Used		12/10/2010 		
2		207618 	Slizewski,James J.	Not Used		12/10/2010 		

- Select the Permission tab and check off which Permission you are giving to each student.

In the example below, one student was given permission to enroll in the Closed Class AND was given permission to override the Requisites; the other student was only given permission to override the Requisites.

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

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

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		200024 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2		207618 	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

- Click on Save.

[New Window](#) | [Help](#) | [Customize Page](#)



Basic Data **Meetings** **Enrollment Cntrl** **Reserve Cap** **Notes** **Exam** **LMS Data** **GL Interface**


Course ID: 001518 Course Offering Nbr: 1
 Academic Institution: The College of New Jersey
 Term: 2008 Spring Undergrad
 Subject Area: AFA Art - Fine Arts (AFA)
 Catalog Nbr: 311 ADVANCED PAINTING



Class Sections Find | View All | First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 42992
 Class Section: 01 Component: Lecture/Studio Event ID: 000024775

Reserve Capacity Find | View All | First 1 of 1 Last

*Reserve Capacity Sequence: 1 Enrollment Total: 0  

Reserve Capacity Requirement Group Customize | Find |  First 1 of 1 Last

*Start Date	*Requirement Group	Cap Enrl
03/31/2009 	001261  SH MAJ: Fine Arts	16 