

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.

- 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.

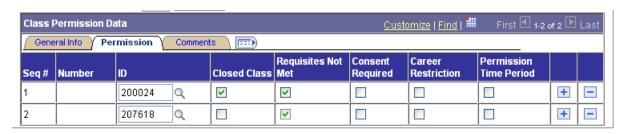
Permission to Ad	<u>d</u> _								
Course ID: Academic Institution: Ferm: Subject Area: Catalog Nbr:		003985 The College of New Jersey 2010 Fall BIO 141		Course Offering Nbr:		1			
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Class Section Data	a						Find Viev	<u>v All</u> First 🕙 1	of 5 🖸 Las
Session:	1	Regular.	Academic Session	Class Nbr:	82710		Class Status	: Active	
Class Section:	Α			Class Type:	Non-Er	rollme	nt Section		
Component:	Lec	ture		Instructor:	Uzwiak	Uzwiak,Anthony Joseph			
✓ Student Specific Permissions									
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4. 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.



5. 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.



6. Click on Save.

