How to Use Class Permission Numbers

Class Permission Numbers are used when students are approved to enroll despite not meeting certain restrictions, requirements (such as instructor/department consent), reserved seat qualifications, or career standing (UGRD to GRAD class).

 From the Main Menu, navigate to: Records and Enrollment > Term Processing > Class Permissions > Class Permissions.

Main N	Vienu		
	CAL Components Self Service	¢ ► h	Advanced Search
	Campus Community Records and Enrollmer	Enroll Students	•
	Curriculum Manageme Contributor Relations	Student Term Inform Career and Program	nation m Information
	Set Up SACR Worklist	Enrollment Summari	ries
	Reporting Tools	Enrollment Reporting	

 Under Search Criteria, use the look up table () or enter the Term, Subject Area, and Catalog Nbr of the class you would like to edit.

3. Select Search.

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 Academic Institution: = • UCB01 Q Term: = 🔻 2168 Q = • Subject Area: ANTHRO Q Catalog Nbr: begins with v 114 Academic Career: = ۳ ۳ Campus: begins with v Q Description: begins with 🔻 Course ID: begins with 🔻 Q Course Offering Nbr: ۳ Q = Academic Organization: begins with 🔻 Case Sensitive Clear Basic Search 🖾 Save Search Criteria Search

WARNING:

>> Permission numbers must be generated on the **Enrollment** section(s) of the class. This will cover any required **Non-Enrollment** section(s).

>> The Class Permissions page displays the sections of your class in order of the Class Nbr and *not* by the Class Section number.

4. This page defaults to show the **Permission to Add** tab.

In this example, note that the first of the 10 sections of Anthro 114 is a "Non-Enrollment Section"

Use the arrow buttons to find the **Enrollment** section(s).

Permission to Add	Permission to Drop								
Course ID: Academic Institution: Term: Subject Area: Catalog Nbr:	100564 UC Berkeley 2016 Fall ANTHRO 114	Course Offering Undergrad Anthropology Hist/Anthro Thou	Nbr: 1 ght						
Class Section Data			F	Find View All First	🕚 1 of 10 🌪 Last				
Session: 1 Class Section: 10 Component: Dis Student Specific R	Regular Academic Sess ccussion Permissions	sion Class Nbr: 316 Class Type: No Instructor:	67 Class Status	: Active					
Defaults Expiration Date: 09/23/2016 b Parmission Valid For:									
Closed Class	Requisites Not	Met Consent Required	Career Restriction	Permission Time Period					
Assign More Permissions: Generate Set All Permissions to Issued									

Or, select **Find** and enter the enrollment section number. Select **OK**.

THSUARDING	mought			Food I	Enter searc	ch string:
			Find View	001		
lass Nbr:	31667	Class Sta	tus: Acti			
lass Type:	Non-Enrolln	nent Section			ок	Cancel
nstructor:						

 In this example, the Enrollment section is the 2nd of the 10 class section records.

Permission to Add Perm	ission to Drop					
Course ID: 1009 Academic Institution: UC 8	564 Berkeley	Course Offering Nbr: 1				
Term: 2016 Fall		Undergrad				
Subject Area: ANTHRO		Anthropology				
Catalog Nbr: 114		Hist/Anthro	Hist/Anthro Thought			
Class Section Data					Find View All	First 🕚 2 of 10 🕑
Session: 1 Reg	gular Academic Session	Class Nbr:	31668	Class Statu	Is: Active	N
Class Section: 001	Class Type:	Enrolln	nent Section		63	
Component: Lecture	Instructor: Hirschkind, Charles Kendal					
Student Specific Permissions						
Defaults						
Expiration Date: 09/23	8/2016 🛐					
Permission Valid For:						
Closed Class	Consent Required		Career Restriction	Permission Tir Period	me	
Assign More Permissions:	Generate	Set All	Permis	sions to Issued		

6. Set **Defaults** before generating Permission Numbers.

The default **Expiration Date** can be changed to a date of your choosing. Then, under **Permission Valid For**, select restriction overrides for the permission numbers you are about to generate.

Later, you can change any of these settings for an individual permission number (e.g.- extend the expiration date).

NOTE: Permissions will not override a student's time conflict.

 Enter the quantity of permission numbers you wish to create and select the Generate button.

💌 De	r Defaults									
Exp	piration Date: 09/23/2016									
Perr	Permission Valid For:									
	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period					

Closed Class – This will allow an override on any Requirement Group restrictions. It also creates the potential to override your total enrollment cap for the Enrollment and/or any Non-Enroll class sections. Be careful.

Requisites Not Met – This is not in use yet. In the future, it will allow enrollment for a student who has not met the required requisites for a class.

Consent Required – This must be checked when you have changed the Add Consent field for the class to Dept or Instr Consent.

Career Restriction – Check this box to allow Undergrads to enroll in Grad classes.

Permission Time Period – Not used for UCB enrollment process



 Select the SAVE button at the bottom of the page IMMEDIATELY after generating any new permission numbers.

These permission numbers are now ready to be distributed to students.

 After selecting SAVE, you can download this data to excel by selecting the blue and white, grid icon with the small, red arrow ().

-	Defaults	. 00/22/201	e tti							
Permission Valid For:										
	Closed Class Requisites Not Met			Consent Required Ca		Career Restriction		Permission Time Period		
						A		✓		
Assign More Permissions: 3 Generate Set All Permissions to Issued										1-3 of 3 🛞 I
G	eneral Info	Permission	Comments			1 croonanz.	o i i ind i e		Thot C	10010 01
Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status		Permission Use Date	Expiration Date
1	775177						Not U	sed		09/23/2016
2	638562						Not U	sed		09/23/2016
3	452846						Not U	sed		09/23/2016
Return to Search										

NOTE: Seats are not saved when creating Class Permission Numbers, so do not generate more Permission Numbers than the total class capacity.

Support:

For questions or assistance, please contact SIS Production Support:

- Email: <u>sishelp@berkeley.edu</u>
- Call 510-664-9000 (press option 6)

For additional SIS resources, please visit:

http://sis.berkeley.edu/training