Searching for a Class

1) After logging into myUMBC, click on Topics and select the Faculty Center.

2) From the Faculty Center of myUMBC, click once on the Class Permissions link.

3) Use the search fields to locate the class for which you need to grant permissions.

(Note: If you enter the Catalog Number for the class, you will be taken directly to the class permissions page for the class. If you do not enter the Catalog Number for the class, you will be directed to select your class from a list of classes that meets your search criteria.)
How to Grant Permissions in SA

4) Once your class opens, you must navigate to the correct section of the class where you want to grant permissions. Ensure the section Class Type = Enrollment Section. If it does not, scroll to the correct section with the appropriate Class Type.

- Click the arrows to scroll through sections.
- Check the class section.
- Provide permission to Enrollment Sections only.
How to Grant Permissions in SA

Granting Permissions

*Note: If the Student Specific Permissions checkbox is unchecked, the process for granting permissions is different than what is included in this document. Please follow the steps outlined in the Granting Class Exceptions section of this guide.

5) Click the Show All Tabs icon ( ).

Click the Show All Tabs icon to display all of the information within the tabs on one page.

Click the plus sign to add additional students.
How to Grant Permissions in SA

6) Click once on the Look Up icon to the right of the ID field. The Look Up ID page is displayed.

7) Enter the search criteria for the student, and select Look Up. A list of students who meet your search criteria are displayed at the bottom of the page.

8) Click once on the desired student to return to the Permissions Page.

Note: Click Cancel at any time to cancel the page and return to the Permissions Page.
How to Grant Permissions in SA

9) Confirm or edit the Expiration Date for the permission.

10) Check the box(es) that determine why you are giving permission to this student. You must select one reason and can select as many as are necessary for the specific student.

<table>
<thead>
<tr>
<th>Reason Checkbox</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Closed Class</td>
<td>Class is Full</td>
</tr>
<tr>
<td>Requisites Not Met</td>
<td>Pre or Co-Requisites not met by student (only operates when departments utilize the automatic prerequisite checking within SA.)</td>
</tr>
<tr>
<td>Consent Required</td>
<td>Permission is required for this class (This field must be checked for Permission only classes.)</td>
</tr>
<tr>
<td>Career Restriction</td>
<td>Undergraduate Student trying to enroll in a Graduate course</td>
</tr>
</tbody>
</table>

11) Enter any Comments if necessary.

12) Click ![Save](save.png). After clicking the Save button, the student(s) can register for the class.

13) To add additional students, click once on the plus sign and repeat the steps.
How to Grant Permissions in SA

Granting Exception Permissions

Note: Classes are setup to either assign student specific permissions or granting exception permissions. If you have assigned a student specific permission, you do not need to follow the instructions below.

There may be classes that require you to grant permissions, but not via assigning them to specific students. If a class is setup for enrollment without specifying it as a student specific permissions class, permissions are assigned by generating permission numbers to give to students to use during the registration process. Classes that require that you generate permissions are identified by the student specific permissions checkbox remaining unchecked and an active Generate button.

Note: If the Generate button is active, this means that the class requires you to generate permission numbers and provide the permission numbers to the student. If the Generate button is NOT active, please follow the steps included in the Granting Student-Specific Permissions section of the guide.
How to Grant Permissions in SA

1) Enter the number of Permission IDs to create.

2) Click once on the Generate button.

Enter the number of Permissions and click Generate.

3) A Number is generated and appears in the Number column.

4) Click the Show All Tabs icon ( ).

When a student requires a permission number:

5) Provide one number to each student who has requested the exception for the Permission.

NOTE: You CAN NOT enter a Student’s ID number in the ID field. You CAN ONLY give the student the permission number that you have generated. The ID field is populated automatically by the system AFTER the student uses the ID number.

6) Select the Issued checkbox when you have issued the Permission Number to a student.

7) Check the box(es) that determine why you are giving permission to this student.

8) Enter any Comments. (Best Practice: Enter the name of the student to whom you have issued the Permission ID number.)

9) Click Save. After clicking the Save button, the student(s) can register for the class with the Permission ID.
How to Grant Permissions in SA

Class Permission Data

<table>
<thead>
<tr>
<th>Seq</th>
<th>Number</th>
<th>ID</th>
<th>Issued By</th>
<th>Issued Date</th>
<th>Status</th>
<th>Permission Use Date</th>
<th>Expiration Date</th>
<th>Closed Class</th>
<th>Requisites Not Met</th>
<th>Consent Required</th>
<th>Career Restriction</th>
<th>Permission Time Period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>179119</td>
<td>0000063398</td>
<td>Smith, Jack T</td>
<td>02/10/2009</td>
<td>Used</td>
<td>02/17/2009</td>
<td>1/22/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>228229</td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>08/14/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>381391</td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>08/14/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Click Save.

Class Permission Data Fields

- **Issued By**: The user ID of the person who selected the Issued Checkbox.
- **Issued Date**: The date the Permission ID checkbox was selected.
- **Status**: Not Used = Student has not yet used the Permission ID. Used = Student has registered for the class using the Permission ID.
- **Permission Use Date**: The date the student used the Permission ID
- **Expiration Date**: The date the permission number for this class expires. This field defaults to the last day of the add/drop period for the term in which you are granting permissions for the class. You may change this date to an earlier date, but not later than the add/drop period.

Reason Checkbox

- **Closed Class**: Class is Full
- **Requisites Not Met**: Pre or Co-Requisites not met by student (only operates when departments utilize the automatic prerequisite checking within SA.)
- **Consent Required**: Permission is required for this class
- **Career Restriction**: Undergraduate Student trying to get into a Graduate course

Identifies a Used Permission Number.