Granting Exceptions & Permissions for System-Enforced Prerequisite Classes

Beginning with advance registration for Spring 2010, some course pre-requisites will be system-enforced while others will continue to require permission of the instructor/department. System-enforced prerequisites will permit students with the proper course requisites to enroll in the class while prohibiting enrollment by those without the required course requisites. Occasionally, an exception may have to be made to grant permission for a student who does not have the appropriate pre-requisite to enroll in the class. This guide will outline how an instructor can provide enrollment exceptions to classes with system-enforced pre-requisites. Also, included are instructions for granting permission to enroll in courses with pre-requisites managed by “permission only.”

Access Class Permissions

You grant permissions and exceptions to classes within the same location in Student Administration (SA).

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

Granting an Exception

This process is used when a class has a system-enforced prerequisite and the student does not meet the prerequisite requirements to take the class. The class IS NOT a permission only class.

NOTE: If the Generate Button is active, and Student Specific Permissions checkbox is NOT checked, you will be granting an exception to a class.
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3. Ensure you are working on the correct section of the class.

4. Select the “Show All Tabs” icon.

Note: If the Generate button is not active, this means that the class is a permission only class. Please follow the steps included in the Granting Permissions for Permission Only Classes guide.

Enter the number of Permissions and click Generate.
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5. Enter the number of Permission IDs to create.

6. Click once on the **Generate** button.

7. A **Number** is generated. This number is given to the student who has requested the exception for the Permission. Click the **SAVE** button.

**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 generated. The ID field is populated automatically by the system AFTER the student uses the ID number.
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8. When you have issued the Permission Number to a student, select the Issued checkbox.

9. Check the box(es) that determine why you are giving permission to this student. For Prerequisite classes, select “Requisites Not Met.”

Note: You can select as many checkboxes for a student as necessary to allow a student to enroll in the class. For example, if the class is closed AND the student does not meet the prequisites, select both Closed Class and Requisistes Not Met for the number provided to the 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 (functionality available beginning November 2009.)</td>
</tr>
<tr>
<td>Consent Required</td>
<td>Permission is required for this class</td>
</tr>
<tr>
<td>Career Restriction</td>
<td>Undergraduate Student trying to get into a Graduate course</td>
</tr>
</tbody>
</table>

10. Enter any Comments if necessary. (For example, you can enter the name of the student to whom you have issued the Permission ID number.)
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Class Permission Data Fields

<table>
<thead>
<tr>
<th>Seq #</th>
<th>ID 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>Class</th>
<th>Prerequisites</th>
<th>Consent Required</th>
<th>Core Requirement</th>
<th>Permission Expiration Period</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>17819</td>
<td>1000006398</td>
<td>Smith, Jocelyn T</td>
<td>03/16/2009</td>
<td>Used</td>
<td>03/17/2009</td>
<td>12/22/2009</td>
<td>[Class Name]</td>
<td>[Prereq Info]</td>
<td>[Consent Info]</td>
<td>[Core Requirement]</td>
<td>[Expiration Info]</td>
<td>Smith, Jocelyn T</td>
</tr>
<tr>
<td>2</td>
<td>228229</td>
<td>[ID Number]</td>
<td>[Issued By]</td>
<td>[Issued Date]</td>
<td>Not Used</td>
<td>[Permission Use Date]</td>
<td>[Expiration Date]</td>
<td>[Class]</td>
<td>[Prereq Info]</td>
<td>[Consent Info]</td>
<td>[Core Requirement]</td>
<td>[Expiration Info]</td>
<td>[Comments]</td>
</tr>
<tr>
<td>3</td>
<td>381331</td>
<td>[ID Number]</td>
<td>[Issued By]</td>
<td>[Issued Date]</td>
<td>Not Used</td>
<td>[Permission Use Date]</td>
<td>[Expiration Date]</td>
<td>[Class]</td>
<td>[Prereq Info]</td>
<td>[Consent Info]</td>
<td>[Core Requirement]</td>
<td>[Expiration Info]</td>
<td>[Comments]</td>
</tr>
</tbody>
</table>

1. **Issued By**
The user ID of the person who selected the Issued Checkbox.

2. **Issued Date**
The date the Permission ID checkbox was selected.

3. **Status**
   - **Not Used** = Student has not yet used the Permission ID.
   - **Used** = Student has registered for the class using the Permission ID.

4. **Permission Use Date**
The date the student used the Permission ID.

5. **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.

11. Click ☑️ Save. After clicking the Save button, the student(s) can register for the class with the Permission ID.
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Granting Permissions

Student-specific permissions are required for classes that are considered Permission Only. This means that a student cannot enroll in the class during registration until their name has been added to the permission list, regardless of whether they meet the prerequisites for the class, or if the class has open seats.

Note: You can tell if the class is Permission Only if the Student Specific checkbox is selected, and the Generate button is inactive.

Click the arrows to scroll through sections.

Locate the correct class section.

Click the Show All Tabs icon.
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12. Click once on the Look Up icon to the right of the ID field.

13. Search for the student by either Campus ID or Last Name and First Name. Click once on the Look Up button to perform a search.

14. Click once on the student’s name.
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15. Check the box(es) that determine why you are giving permission to this student and enter any Comments if necessary.

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<th>Closed Class</th>
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<th>Career Restriction</th>
<th>Permission Time Period</th>
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<tr>
<td>1000038398</td>
<td>Used</td>
<td>02/16/2009</td>
<td>12/22/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>200003662</td>
<td>Not Used</td>
<td>12/22/2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
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*Select both Consent Required and Requisites Not Met.

Reason Checkbox | Definition
--- | ---
Closed Class | Class is Full
Requisites Not Met | Pre or Co-Requisites not met by student (functionality available beginning November 2009.)
Consent Required | Permission is required for this class
Career Restriction | Undergraduate Student trying to enroll in a Graduate course

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Status

- Not Used = Student has not yet enrolled in the Permission Required course.
- Used = Student has registered for the Permission Required course

Permission Use Date

The date the student enrolled in the Permission Required Course.

Expiration Date

The date the permission for this course 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. Independent Study classes are the only exception to this process.
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16. To add additional students, click once on the plus sign and repeat the steps.

17. Click Save. After clicking the Save button, the student(s) can register for the class.

Please Note: For consent required classes, you can always grant student-specific permissions and will never need to use permission numbers. You can use student specific permission for consent required classes even when granting another type of permission (closed course, career restriction, etc). It is only when a class is NOT consent required that you need to use permission numbers.