

How to Grant Permissions in SA

How you grant class permissions in SA is dependent upon how your class was created during the class scheduling process.

- 1) Is your class Permission Only, which means that every student who wants to take your class MUST receive a permission to enroll in the class? The type of permission you use for this type of class is Granting Student-Specific Permissions.
- 2) Or, is your class setup to allow for any student, who meets the requirements, to enroll in your class? In this case, you would grant an *exception* to a student who either doesn't meet the requirements for the class, or who wants to enroll after the class capacity has reached its limit, i.e., closed class. The type of permission you use for this type of class is Granting Exceptions.

This guide walks you through how to navigate to your course to grant a student-specific permission and how to grant an exception.

Searching for a Class

The steps for locating your class are the same regardless of whether you need to grant permission or an exception for the class.

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

The screenshot shows the myUMBC Faculty Center interface. At the top, there is a navigation bar with 'Start', 'Topics', 'Community', and 'Help'. Below this is a search bar and a 'Switch Role' button set to 'Faculty'. The main content area is titled 'Faculty Center' and features a 'Classes & Grades' section. In this section, the 'Class Permissions' link is highlighted with a red box. A callout bubble points to this link with the text 'Click once on Class Permissions.'

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

How to Grant Permissions in SA

myUMBC
Back to myUMBC | Log Out

Class Permissions

Class Permissions
Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Academic Institution: = [dropdown] UMBC1 [lookup icon]

Term: = [dropdown] 2098 [lookup icon]

Subject Area: = [dropdown] amst [lookup icon]

Catalog Nbr: begins with [dropdown] 200 [lookup icon]

Academic Career: = [dropdown]

Campus: begins with [dropdown] [lookup icon]

Description: begins with [dropdown] [lookup icon]

Course ID: begins with [dropdown] [lookup icon]

Course Offering Nbr: = [dropdown] [lookup icon]

Case Sensitive

Search Clear Basic Search Save Search Criteria

At a minimum, enter;

- Academic Institution
- Term
- Subject Area
- Catalog Number

If unsure of the correct value to enter into the field, click the lookup icon [lookup icon] and select the value from the list.

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.)

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.

Class Permissions

Permission to Add Permission to Drop

Course ID: 052221 Course Offering Nbr: 1

Academic Institution: UMBC

Term: Fall 2010 Undergrad

Subject Area: ANCS Ancient Studies

Catalog Nbr: 399H Comp Rdngs Ancs-Honors

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

Session:	1	Regular Academic Session	Class Nbr:	2648	Class Status:	Active
Class Section:	1		Class Type:	Enrollment Section		
Component:	Lecture		Instructor:	Freyman, Jay M		

Student Specific Permissions

Click the arrows to scroll through sections.

Check the class section.

Provide permission to Enrollment Sections only.

How to Grant Permissions in SA

Granting Student-Specific Permissions

When a class is setup as student-specific permission only, students cannot enroll into the class without prior permission from the academic department or instructor. This includes permission for a student to be on the roster or on the waitlist for the class.

You grant permissions for this type of class to a specific student via their PeopleSoft ID or their Campus ID. *You ARE NOT generating permission numbers for student-specific permission classes.*

Class Permissions

Permission to Add | **Permission to Drop**

Course ID: 052221 Course Offering Nbr: 1
 Academic Institution: UMBC
 Term: Fall 2010 Undergrad
 Subject Area: ANCS Ancient Studies
 Catalog Nbr: 399H

Class Section Data Find | View All First 1 of 6 Last
 Session: 1 Regu Class Status: Active
 Class Section: 1 ment Section
 Component: Lecture Instructor: Freyman, Jay M

Student Specific Permissions

Defaults
 Expiration Date: 09/15/2010
 Permission Valid For:
 Closed Class Requisites Not Met

Assign More Permissions: Generate

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				Not Used		09/15/2010	+ -

Save | Return to Search | Previous in List | Next in List

Permission to Add | [Permission to Drop](#)

A check in this box indicates that it is a student-specific permission only class.*

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

Click the plus sign to add students.

**Note: If the Student Specific Permissions checkbox is unchecked, the class is NOT a student-specific permission only class. Please follow the steps outlined in the [Granting Class Exceptions](#) section of this guide.*


How to Grant Permissions in SA

Class Permission Data

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
1		1000006398	Smith,Jaclyn T	Used	02/17/2009	09/14/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		jaclyn t. smith
2				Not Used		09/14/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

Save Return to Search Notify

Click the Look up icon.

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

ORACLE

Home | Worklist | MultiChannel Console | Add to Favorites | Sign out

Favorites | Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Class Section: 01 Class Type: Enrollment Section
Component: Lecture Instructor: Müller,Christine M

Student Specific Permissions

Expiration Date: 02/08/2011
Permission Valid For: Closed Class

Assign More Permissions: Class Permission Data

General Info | Permission | Comments

Seq #	Number	ID	Name
1		1000006398	Smith,Jaclyn T
2			

Save Return to Search Notify

Permission to Add | Permission to Drop

Look Up

Look Up ID

ID: begins with
 Campus ID: begins with
 National ID: begins with
 Last Name: begins with
 First Name: begins with

Look Up Clear Cancel Basic Lookup

Search Results

View 100

ID	Name	Gender	Date of Birth	Campus
2000036623	Cane, Jennifer M	F	07/20/1989	DB56563

a.) Enter either Campus ID or Last Name and First Name.

b.) Click the Look Up

c.) Click on the student's name.

- 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

- 8) Check the box(es) that determine **why** you are giving permission to this student.
- 9) Enter any Comments if necessary.

ID		Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
1000006398	Smith, Jaclyn T	Used	02/16/2009	12/22/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
200003662	U, Sally M	Not Used		12/22/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	



<u>Reason Checkbox</u>	<u>Definition</u>
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 (This field must be checked for Permission only classes.)
Career Restriction	Undergraduate Student trying to enroll in a Graduate course

Class Permission Data Fields

ID		Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
1000006398	Smith, Jaclyn T	Used	02/16/2009	12/22/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
200003662	U, Sally M	Not Used		12/22/2009	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Click to add additional students.

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.

- 10) Click . After clicking the Save button, the student(s) can register for the class.
- 11) To add additional students, click once on the  plus sign and repeat the steps.

How to Grant Permissions in SA

Granting Exceptions

The steps for granting class exceptions are used ONLY to issue permission numbers for classes that ARE NOT student-specific permission classes. You can grant exceptions for classes that are not student-specific permission classes to allow students to enroll in a class where:

- Classes are closed, or full,
- Pre-requisites are not met by the student
- A student who does not meet the required criteria for the class (i.e., Undergraduate student in a Graduate class)

Permission to Add | **Permission to Drop**

Course ID: 052671 Course Offering Nbr: 1
 Academic Institution: UMBC
 Term: Fall 2009 Undergrad
 Subject Area: CHEM Chemistry
 Catalog Nbr: 101 Prin Of Chemistry I

Class Section Data Find | View All First 1 of 12 Last

Session: 1 Regular Academic Session Class Nbr: 1467 Class Status: Active
 Class Section: 01 Class Type: Enrollment Section
 Component: Lecture Instructor: Carpenter, Tara S.

Student Specific Permissions

Expiry Date: 09/15/2009

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions: **Generate**

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

General Info | **Permission** | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input type="checkbox"/>			Not Used		09/15/2009

Save | Return to Search | Previous in List | Next in List | Notify

The Student Specific Permission checkbox is NOT checked.

The Generate button is active.

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

Assign More Permissions: Set All Permissions to Issued

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

General Info | **Permission** | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input type="checkbox"/>			Not Used		09/15/2009

Enter the number of Permissions and click Generate.

- 1) Enter the number of Permission IDs to create.
- 2) Click once on the button.

Assign More Permissions: Set All Permissions to Issued

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

General Info | **Permission** | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	801597			<input type="checkbox"/>			Not Used		09/15/2009
2	884996			<input type="checkbox"/>			Not Used		09/15/2009

- 3) A **Number** is generated. **This number is given to the student who has requested the exception for the Permission. Scroll to the bottom of the page and 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 have generated. The ID field is populated automatically by the system AFTER the student uses the ID number.

- 4) Select the **Issued** checkbox when you have issued the Permission Number to a student,.

Assign More Permissions: Set All Permissions to Issued

Class Permission Data Customize | Find | First 1-3 of 3 Last

General Info | **Permission** | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
1	179119	1000006398	Smith, Jaclyn T	<input checked="" type="checkbox"/>	SDAWSON	02/16/2009	Used	02/17/2009	12/22/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jaclyn T. Smith
2	228229			<input type="checkbox"/>			Not Used		09/14/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	381331			<input type="checkbox"/>			Not Used		09/14/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Click Save.

Identifies a Used Permission Number.

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

How to Grant Permissions in SA

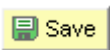
- 6) Enter any Comments. (Best Practice: Enter the name of the student to whom you have issued the Permission ID number.)

<u>Reason Checkbox</u>	<u>Definition</u>
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

Class Permission Data Fields

Seq #	Number	ID		Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
1	179119	1000006398	Smith,Jaclyn T	<input checked="" type="checkbox"/>	SDAWSON	02/16/2009	Used	02/17/2009	12/22/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Jaclyn T. Smith
2	228229			<input type="checkbox"/>			Not Used		09/14/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3	381331			<input type="checkbox"/>			Not Used		09/14/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

Issued By	The user ID of the person who selected the Issued Checkbox.
Issued Date	The date the Permission ID checkbox was selected.
Status	<p>Not Used = Student has not yet used the Permission ID.</p> <p>Used = Student has registered for the class using the Permission ID.</p>
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.

- 7) Click . After clicking the Save button, the student(s) can register for the class with the Permission ID.