

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).

myUMBC

UMBC: Home | A-Z Index | Events | Computing | Directory | Maps

Search: Enter search terms Go

Start Topics Help

Beth Oertel Log Out

Dashboard

- Alerts
- Mail
- Calendar
- Blackboard
- Weather 79°

Favorites

- Blackboard
- Human Resources
- Lookup Person
- View My Campus Information
- WebMail

Feedback

Faculty Center

Student Advising & Registration FAQ | Student Videos

Faculty & Staff Advising & Registration FAQ

Classes & Grades »

- ★ Teaching Schedule
 - View class times and locations
 - View class rosters and wait lists
 - Manage grade rosters
- ★ Class Permissions
 - Grant course permissions
 - Provide class exceptions
- ★ Advising Authorizations
 - Provide advising clearance
- ★ Granted Advising Authorizations
 - View advising authorizations you've granted

Lookup Person

★ Student Administration (SA)
For administrative use only

★ Human Resources

Academic Dates

Summer 2009

Session One

First day of classes
May 26

Schedule Adjustment Period

Click once on Class Permissions.

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

Granting Exceptions & Permissions for System-Enforced Prerequisite Classes

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: = [v] UMBC1 [Q]

Term: = [v] 2098 [Q]

Subject Area: = [v] amst [Q]

Catalog Nbr: begins with [v] 200

Academic Career: = [v] [v]

Campus: begins with [v] [v] [Q]

Description: begins with [v] [v]

Course ID: begins with [v] [v] [Q]

Course Offering Nbr: = [v] [v] [Q]

Case Sensitive

Search Clear [Basic Search](#) [Save Search Criteria](#)

At a minimum, enter;

- Academic Institution
- Term (Ex: 2102 = Spring 10)
- Subject Area

(You can also enter the Catalog Number.)

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 class 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.

Granting Exceptions & Permissions for System-Enforced Prerequisite Classes

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: Non-Enrollment Section
 Component: Lecture Instructor: Carpenter, Tara S.
 Carpenter, Tara S.

Student Specific Permissions

▼ Defaults

Expiration 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 Set All Permissions to Issued

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

General Info | **Permission** | Comments | Show All Tabs

Seq #	Number	ID	Name	Issued	Issued By	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

Locate the correct the class section.

Click the arrows to scroll through sections.

Click the Show All Tabs icon.

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.

Granting Exceptions & Permissions for System-Enforced Prerequisite Classes

Assign More Permissions: Set All Permissions to Issued

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

5. Enter the number of Permission IDs to create.

6. Click once on the button.

Assign More Permissions: Set All Permissions to Issued

Class Permission Data									
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 <input type="button" value="BT"/>
2	684996			<input type="checkbox"/>			Not Used		09/15/2009 <input type="button" value="BT"/>

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.

Granting Exceptions & Permissions for System-Enforced Prerequisite Classes

8. When you have issued the Permission Number to a student, select the Issued checkbox.

Assign More Permissions: Set All Permissions to Issued

Seq #	Number	Permission ID	Student 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"/>		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"/>		
3	381331			<input type="checkbox"/>			Not Used		09/14/2009	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

Click Save.

Identifies a Used Permission ID.

*Click **Requisites Not Met** to override the prerequisite requirement.

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 prerequisites, select both Closed Class and Requisites Not Met for the number provided to the student.

<u>Reason Checkbox</u>	<u>Definition</u>
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 get into a Graduate course

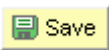
10. Enter any Comments if necessary. (For example, you can enter the name of the student to whom you have issued the Permission ID number.)

Granting Exceptions & Permissions for System-Enforced Prerequisite Classes

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,Jaelyn 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"/>	Jaelyn 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	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.

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

Granting Exceptions & Permissions for System-Enforced Prerequisite Classes

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.

The screenshot shows the 'myUMBC' interface for 'Class Permissions'. At the top, there are navigation links for 'Back to myUMBC' and 'Log Out'. The main heading is 'Class Permissions'. Below this, there are two tabs: 'Permission to Add' (selected) and 'Permission to Drop'. The interface displays course details: Course ID: 052198, Academic Institution: UMBC, Term: Fall 2009, Subject Area: ANCS, Catalog Nbr: 110, Course Offering Nbr: 1, Undergrad, Ancient Studies, Intro To Ancient Egypt.

The 'Class Section Data' section includes a table with columns for Session, Class Nbr, Class Status, Class Type, and Instructor. The 'Class Section: 1' is highlighted with a red box and a callout: 'Locate the correct the class section.' Navigation arrows for 'First', '1 of 1', and 'Last' are also highlighted with a callout: 'Click the arrows to scroll through sections.'

Below this is the 'Student Specific Permissions' section, which is checked. It includes an 'Expiration Date' of 09/14/2009 and a 'Permission Valid For' table with columns: Closed Class, Requisites Not Met, Consent Required, Career Restriction, and Permission Time Period. The 'Consent Required' checkbox is checked.

The 'Assign More Permissions' section has a 'Generate' button. Below it is the 'Class Permission Data' section, which has tabs for 'General Info', 'Permission', and 'Comments'. The 'Show All Tabs' icon (three horizontal lines) is highlighted with a red box and a callout: 'Click the Show All Tabs icon.' Below the tabs is a table with columns: Seq #, Number, ID, Status, Permission Use Date, Expiration Date, and navigation buttons (+, -). The table contains one row: Seq # 1, Number, ID 1000006398, Status Used, Permission Use Date 02/17/2009, Expiration Date 09/14/2009.

At the bottom, there are buttons for 'Save', 'Return to Search', and 'Notify', and links for 'Permission to Add' and 'Permission to Drop'.

Granting Exceptions & Permissions for System-Enforced Prerequisite Classes

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

Class Permission Data

Seq #	Number	ID		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"/>	<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"/>	<input type="checkbox"/>	

Save Return to Search Notify

Click the Look up icon.

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.

myUMBC

Back to myUMBC | Log Out

Class Permissions

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 All First 1 of 1 Last

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	NID	Short Description	Last Name	First Name
2000036623	U,Sally M	Female	07/20/1989	DB56563	999999999	USA	SSN	U	SALLY	

Click the Look Up button.

Enter either Campus ID or Last Name and First Name.

Click on the student's name.

Granting Exceptions & Permissions for System-Enforced Prerequisite Classes

15. Check the box(es) that determine **why** you are giving permission to this student and 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"/>	

*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


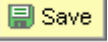
Class Permission Data Fields

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	<p>Not Used = Student has not yet enrolled in the Permission Required course.</p> <p>Used = Student has registered for the Permission Required course</p>
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.

Granting Exceptions & Permissions for System-Enforced Prerequisite Classes

16. To add additional students, click once on the  plus sign and repeat the steps.
17. Click . 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.
