How do I grant permissions for students to enroll in my class?

Tell me

Before you begin...

NOTE: If you allow a student into your class that does not meet the prerequisite for the course, you must grant a permission to the student and select the appropriate check box (Requisite Not Met) that identifies that the reason for the permission is to allow a student to override the prerequisite.

You must grant a student permission to take your class for one of several reasons:

- Your class is set up as a student-specific permission only class (no student can register for your class unless you grant them a permission.) - select the Consent Required check box.
- A student does not meet the minimum requirements or prerequisites for your class (select the Requisite Not Met check box.)
- The class is full and is not allowing additional students to register for the class (select the Closed Class check box.)
- A student is an undergraduate and wants to enroll in a graduate level class (select the Career Restriction check box.)
- A combination of the above

The steps for granting permissions into your class is dependent on the reasons that you need to grant the permission.

Success Factors

- Communicate with the student with whom you are granting the permission to ensure they understand how to use the permission.
- Ensure the student uses the permission within the registration period.
- If the course is closed, or full, the permission will not work unless you have checked off the 'course closed' check box when granting the permission. (Don't worry, if you forgot then you can always go back to check the box if necessary.)

Step by Step Instructions

Click here to view the steps for granting permissions for Permission Only classes.

Click here to view the steps for setting up permission numbers for a course that is not permission required.
There are different reasons to grant a student permission to take your class. You must select the checkbox related to the reason for the permission for each student that you add to your permission list. The reasons include:

<table>
<thead>
<tr>
<th>Reason Check Box</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class is Full</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>Pre or Co-Requisites Not Met</td>
<td>This field must be selected for all permissions. It indicates that the instructor grants permission for the student to take the course.</td>
</tr>
<tr>
<td>Undergraduate Student trying to enroll in a Graduate course</td>
<td>Not Used</td>
</tr>
<tr>
<td>Not Used</td>
<td></td>
</tr>
</tbody>
</table>

SA Tip

There are different reasons to grant a student permission to take your class. You must select the checkbox related to the reason for the permission for each student that you add to your permission list. The reasons include:

<table>
<thead>
<tr>
<th>Reason Check Box</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Class is Full</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>Pre or Co-Requisites Not Met</td>
<td>This field must be selected for all permissions. It indicates that the instructor grants permission for the student to take the course.</td>
</tr>
<tr>
<td>Undergraduate Student trying to enroll in a Graduate course</td>
<td>Not Used</td>
</tr>
<tr>
<td>Not Used</td>
<td></td>
</tr>
</tbody>
</table>
Related FAQ's & Other Links

- Managing Class Permissions
- Managing Permissions for Permission-Only Classes
- Setting up Permission Numbers
- What are my chances of being enrolled from a waitlist?
- How to Use a Permission Number when Registering for a Class
- How can I disable students' ability to email the entire class through Blackboard?
- Do I need permission to get on a wait list for a class?
- How do I make my uploaded files visible to students?
- A file or resource is "not found" after clicking its link in a Blackboard course
- How do I attach a file to a forum message?
- How do I manage permissions on files and folders in the Content Collection?
- Course Permissions

Rate this Article

Feedback: Correct or Suggest an Article | Request Help