

Class Permissions - Individual Class

Purpose: Use this document as a reference for defining general class permissions in ctcLink.

Audience: All Staff

! You must have at least one of these local college-managed security roles:

- **ZD SR Class Permissions**
- **ZD SR Super User**
- **ZZ SR Class Permissions**

You must also set these SACR Security permissions:

- [CS 9.2 SACR Security: Basic Requirements for Staff](#)

If you need assistance with the above security roles or SACR settings, please contact your local college supervisor or IT Admin to request role access.

Supplemental Information:

- Class permissions allow students to add a class section they cannot enroll in for various reasons. They will enable the department and instructor to set permissions for closed classes, unmet requisites, consent required, career restrictions, or any combination of these four values.
- Students can add classes with permissions if they use them before expiration and do not violate student limits (such as maximum numbers of units).
- Colleges can set up classes to allow students who meet the requirements to enroll in a class. Students can enroll in the class via their EMPLID. Therefore, permission numbers are not generated. For more information, refer to the [Class Permissions - Student Specific](#) QRG.

Related QRG(s):

1. [Class Permissions - Student Specific](#)
2. [Class Permissions - Batch Generation](#)

Add Class Permissions

Navigation: Records and Enrollment > Term Processing > Class Permissions > Class Permissions

1. By default, the **Class Permissions** search page displays the option to **Find an Existing Value**.
2. Enter or look up the **Academic Institution** by selecting the looking glass.
3. Enter or look up the **Term**.
4. If necessary, you can add more search criteria to help identify the class.
5. Select **Search**.

Permission to Add Tab

1. The **Permission to Add** page displays.
2. Use the ◀▶ navigation arrows to navigate to the appropriate section in the Class Section Data section. Ensure the **Student Specific Permissions** box is **not** checked.
3. In the **Defaults** section, enter the **Expiration Date** for the class permission definition. The expiration date is when the permission number is no longer valid. The system will default to the End of Term date. It expires at 11:59 p.m. on the expiration date.
4. In the **Permission Valid For** sub-section, select the reason(s) the permission number is valid. The reason **MUST** be checked in the **Defaults** section, or the permission numbers will not work. A permission number can be used for the following:
 - i. **Closed Class**: When you select this checkbox, the student can enroll in the class if it is closed. The closed class permission number should never be used as a way to get a student onto a waitlist for a class. The student will be enrolled automatically if a closed class permission number is used to register for a class. Closed Class will override students directly into a class before others on the waitlist, so it should not be selected unless there is a valid reason.
 - ii. **Requisites Not Met**: When you select this checkbox, the student can enroll in the class even if they do not meet the requisite requirements.
 - iii. **Consent Required**: By selecting this checkbox, the student can enroll in a class that requires Instructor or Department Consent.
 - iv. **Career Restriction**: Enroll in a class outside the student's selected career. It is strongly advised to avoid picking this box.
 - v. **Permission Time Period**: Enroll in a class during the **enroll with permission** time period. For more information, refer to the [Maintaining the Term/Session Table](#) QRG.
5. **Assign More Permissions**: Input a numeric value. The number determines how many permission numbers are generated. This feature can be used as often as needed.
6. Select the **Generate** button to create the new permissions numbers.
7. **Set All Permissions to Issued**: All permission numbers may be marked as issued by checking **Set All Permissions to Issued**. When the page is saved, the **Issued By** and **Date Issued** fields will automatically update with the user ID and current date.

8. If the Set All Permissions to Issued box is **not** selected, select the **Issued** checkbox when assigning a number to a student. Select the Issued check box when the number is assigned to a student. This will input the **Issued By** user name and **Issued Date**.
 - a. After the **Permission** number is used, this page will display the **ID** and **Name** of the student who used the permission number and the date it was used. **NOTE:** The student can still use the permission code if the **Issued** check box is **not** selected.
9. Select **Save**.

Video Tutorial

The video below demonstrates the process actions described in the steps listed above. There is no audio included with this video. Select the play button to start the video.

View Tutorial Via Panopto

View the external link to [Add Class Permissions](#). This link will open in a new tab/window.

Modifying Permissions by Permission Number

1. Select the **Permission** tab or the **Show all columns** icon in the Class Permission Data section. When selecting the icon, the sub-tabs disappear, and a horizontal scroll bar is presented, providing additional information.
2. Changes can be made to individual permission numbers by selecting applicable checkboxes. Check additional reasons for a permission number for a particular student. For example, if Consent Required permission numbers are generated, and a student has not met requisites, the Requisites Not Met box can also be checked.
3. **Comments:** (Optional) Added Comments to the permission number assignment can provide additional clarity on the intended use of the permission.

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Permission to Drop

1. Select the **Permission to Drop** tab.
2. In the **Defaults** section, enter the **Expiration Date** for the class permission definition. The expiration date is when the permission number is no longer valid. The system will default to the End of Term date. It expires at 11:59 p.m. on the expiration date.
3. In the **Permission Valid For** sub-section, select or unselect the options to be assigned to the permission number(s) to allow a student to:
4. **Requisites Not Met:** Select to allow students to drop a class even if it is used as a co-requisite for another class.
5. **Consent Required:** Select to allow students to drop a class where instructor or department consent is required. This is shown in the Drop Consent field on the Enrollment Control tab in Maintain Schedule of Classes.
6. **Permission Time Period:** Students can drop a class during the drop with permission period. Users' enrollment security access IDs and the session time period end dates determine this time period.
7. Select **From Student Enrollment**.
8. Select **Generate** to create drop permissions for students enrolled in the class. An error message is generated if no eligible rows exist.
6. The **Class Permission Data** section populates.
7. Select **From Permission to Add**.
8. Select **Generate** to create drop permissions for students granted add permissions on the Permission to Add page. An error message is generated if no eligible rows exist. Eligible rows only exist if add permissions were created on a student-specific basis. Rows are generated whether or not the student has enrolled in the class.
9. Based on the selection in the previous steps, a list of students is displayed. On the **Permissions** tab, select the overrides for the specified students. **Note:** The consequence of dropping a course is determined by the academic calendar dates and is not impacted by the drop permission.
10. Select **Save**.
11. Process complete.

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