Assigning Permission codes:

1. Open the Slass Permissions screen: NavBar > Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions.



 For TCC make sure you have WA220 listed next to Academic Institution. Also input the Term. For example, Summer 2023 = 2235. You can also click the magnifying glass next to the term line to pull up a list of options.

nd an Existing Value		
Search Criteria		
*Academic Institution = 🗸	WA220	Q
*Term = 🗸	2237	Q
Subject Area = 🗸		Q
Catalog Nbr begins with 🗸		
Academic Career = 🗸		~
Campus begins with 🗸		Q
Description begins with V		
Course ID begins with V		Q
Course Offering Nbr = V		Q
cademic Organization begins with 🗸		
Case Sensitive		

3. Next input your class subject and number in the **Subject Area** and **Catalog Nbr** fields. For example, ENGL& 101 would be Subject Area: ENGL& and Catalog Nbr: 101. Then click **Search** at the bottom left of the page.

Class Permissions

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

Find an Existing Value			
Search Criteria			
*Academic Institution =	~	WA220	Q
*Term =	~	2237	Q
Subject Area =	*	MATH	Q
Catalog Nbr b	egins with 🗸	95	
Academic Career =	~		~
Campus	egins with 🗸		Q
Description	egins with 🗸		
Course ID b	egins with 🗸		Q
Course Offering Nbr =	*		Q
Academic Organization b	egins with 🗸		
Case Sensitive			
Search Clear	Basic Search	🛛 🞑 Save Search Criteria	

4. Once you have done this you will see a class offering for the quarter. To find your class you will want to use the arrows to tab over sections on the top right.

			-	011 1 111						
Acador	Course ID nic Institution	000200	Cou	urse Offering Nbr	1					
Acader		FALL 2023	Undergrad							
	Subject Area		Mathematics	MATH						
	Catalog Nbr		Intermediate							
				, ugosta						<u> </u>
lass Section E)ata						Find V	/iew All	First 🕢 1 of 7	🕑 .ast
S	ession 1	Regular	Academic Session		Class Nbr	9150		Class State	us Active	
Class S	Section CR1				Class Type	Enrollmen	nt Section			
Com	ponent Lecture				Instructor					
Student Spec	sific Pormission	16								
	cific Permissio	15								
	cific Permissio	ıs								
		ns ation Date 12	/14/2023							
	Expira	ation Date 12	/14/2023							
	Expira	ation Date 12	,	Consent Pequiree	Caroor Rost	riction	Dermissio	n Time Derior	٩	
	Expira Permission Closed Cla	ation Date 12	Requisites Not Met	Consent Required		riction		n Time Period	d	
	Expira	ation Date 12	,	Consent Required	Career Rest	riction	Permissio	n Time Period	<u>d</u>	
	Expira Permission Closed Cla	ation Date 12	Requisites Not Met			riction		n Time Period	<u>d</u>	
	Expira Permission Closed Cla	ation Date 12 Valid For	Requisites Not Met					n Time Period	<u>a</u>	
▼ Defaults	Expira Permission Closed Cla 1	ation Date 12 Valid For	Requisites Not Met		I Permissions to I	ssued				
Class Permis	Expira Permission Closed Cla 1	ation Date 12 Valid For	Requisites Not Met		I Permissions to I				₫	Last
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Defaults Class Permis General Info	Expire Permission Closed Cla 1 Assign More sion Data Permission	Ation Date 12 Valid For ss Permissions	Requisites Not Met	e 🗌 Set A	I Permissions to I Per	ssued sonalize f	✓ Find [2]	Firs Permission	st 🚯 1 of 1 🕑	Last
Defaults Class Permis	Expira Permission Closed Cla 1 2 Assign More sion Data	ation Date 12 Valid For Iss Permissions	Requisites Not Met		I Permissions to I Per	ssued sonalize f	✓ Find [②]	Firs) Last

Permission to Add | Permission to Drop

5. Once you have found your class you can begin to set codes. In the Class Section Data, ensure the Student Specific Permissions box is <u>not</u> checked. Then in the Defaults section, enter the Expiration Date for the class permission definition. It expires at 11:59 pm on the expiration

date. (If you are unsure of what date to put please reference the <u>Academic Calendar</u> for that quarters Last day to enroll with a permission code.)

Course ID Academic Institution Term		Course	e Offering Nbr	1						
Subject Area		Mathematics - N	атн							
Catalog Nbr		Intermediate Alg								
-	55	internediate / ug	Corta							
Class Section Data						Find	View All	First 🕢 5	of 7 (Last
Session 1	Regular Acaden	nic Session		Clas	sNbr 9	177	Class Sta	tus Active		
Class Section UWT				Class	Type F	nrollment Section	1			
Component Lecture					uctor					
				msu	uctor					
Student Specific Permission	15									
Defaults										
Eusia	tion Date 10/06/202	3 191								
Expira	Ition Date [10/00/202	J [1]								
Permission	Valid For									
Closed Clas	ss Requis	ites Not Met C	onsent Required	Caree	er Restrict	ion Permiss	sion Time Perio	d		
1 🔽			✓					-		
Assign More	Permissions	Generate	Set Al	Permissio	ns to Issi	ued				
Class Permission Data					Persor	nalize Find [) 🔣 🛛 Fir	st 🕚 1 of	1 🕑	Last
General Info Permission	Comments)								
Seq # Number ID	Name	Is	sued Issued By	Iss	ued Date	Status	Permission Use Date	Expiration Da	te	
1		(Not Used		10/06/2023	31	-

- 6. 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:
- Closed Class: enroll in a class that is full.
- Requisites Not Met: enroll in a class with unmet prerequisites.
- Consent Required: enroll in a class requiring instructor or department approval.
- Career Restriction: enroll in a class that is outside of the student's selected career (Program Plan).
- Permission Time Period: enroll in a class during the enroll with permission time period.
 Permission Valid For

	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
Γ	1 🗹				

Generate

7. If you are assigning codes for more than one student, or wish to have codes ready if a student requests one, choose the number of codes you wish to assign in the **Assign More Permissions** field. Once you are done, click **Generate**.

Assign More Permissions 30

Set All Permissions to Issued

8. Then if you want all of the codes to be issued and ready for use click the **Set All Permissions to Issued** checkbox. (You can come back to issue codes at a later date if you would like.)

	Assign More P	sign More Permissions 30 Generate Set All Permissions to Issued					
niss	ion Data				Personalize	Find 🛛	🌉 🛛 Fir
ю	Permission	Comments					
r	ID	Name	Issued	Issued By	Issued Date	Status	Permissi Use Date
3						Not Used	
7						Not Used	
3						Not Used	
)						Not Used	
3						Not Used	
5						Not Used	
3						Not Used	
7						Not Used	
3						Not Used	

9. If you would like to leave any notes with the codes or adjust individual permissions you can click the Show All Columns button.

Class Permission Data						
General Info	Permission	<u>C</u> omments				

10. Once you have done this and everything looks food to go, you can click save in the bottom left hand corner. Any and all permission codes that have been checked as issued will be live for the student to use. You can send the code to your student to enroll. Once a code has been used it will also display the ID and Name of the student who used the code and the date it was used.

20	346886				Not Used
21	49181				Not Used
22	736933		<		Not Used
23	280071				Not Used
24	130183				Not Used
25	973164				Not Used
26	83970				Not Used
27	750756				Not Used
28	531339				Not Used
29	210567				Not Used
30	100802				Not Used

11. If students have any trouble inputting a permission code you can direct them to the <u>Student</u> <u>How To Guide</u>, or Enrollment Services for additional support.

🖃 Notify

📳 Save

Return to Search