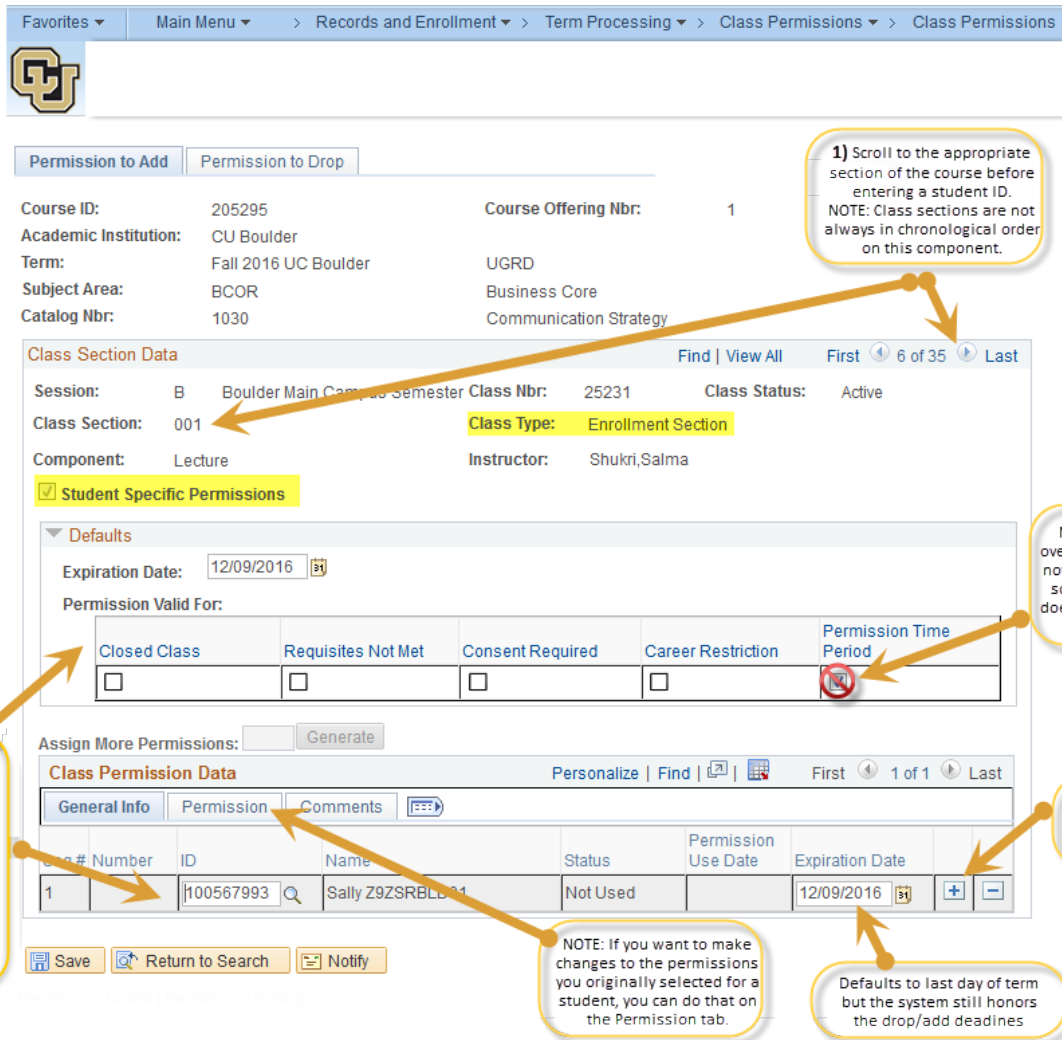


## Assign Student Add & Drop Class Permissions

In Campus Solutions, departments can override a class-specific enrollment condition (e.g., requisite, closed class, consent required) to allow a student to add or drop the class themselves.

### Permission to Add



The screenshot shows the 'Permission to Add' tab in the 'Class Permissions' component. It displays course information for CU Boulder, Fall 2016, and a specific class section (Boulder Main Campus Semester Class Nbr: 25231, Class Section: 001). The 'Class Type' is 'Enrollment Section' and the 'Component' is 'Lecture'. Under the 'Defaults' section, several permission checkboxes are visible: 'Closed Class', 'Requisites Not Met', 'Consent Required', 'Career Restriction', and 'Permission Time Period'. The 'Permission Time Period' checkbox is checked. Below this, there is a table for 'Class Permission Data' with columns for 'Seq #', 'Number', 'ID', 'Name', 'Status', 'Permission Use Date', and 'Expiration Date'. A single row is shown with ID #100567993 and Name Sally Z9ZSRBL001. Annotations include: '1) Scroll to the appropriate section of the course before entering a student ID. NOTE: Class sections are not always in chronological order on this component.'; '2) Check the desired permissions and then enter the student ID. NOTE: The selected permissions in the Defaults box carry forward to that student.'; 'NOTE: This type of override/permission is not something we use so checking this box doesn't do anything for the student.'; 'NOTE: Click on the + symbol to add a row and enter another student ID.'; 'NOTE: If you want to make changes to the permissions you originally selected for a student, you can do that on the Permission tab.'; and 'Defaults to last day of term but the system still honors the drop/add deadlines'.

### Procedures

1. Navigate to the **Class Permissions** component: **Records & Enrollment > Term Processing > Class Permissions > Class Permissions**.
2. Enter the course information.
3. On the **Permission to Add** tab, find the row with the enrollment section of the class you're looking for before you enter the student ID. Class sections are not always in chronological order on this component.
4. Under the **Defaults** section, check the boxes for only those items you want to override. **Permission Time Period** isn't used on this campus, so checking that box has no effect on the student.

5. Under the **Class Permission Data** section, enter the student ID. The selected permissions in the **Defaults** section will carry forward to that student. The **Expiration Date** field defaults to the last day of the term, but the system still honors that term's add and drop deadlines.
  - To grant permissions to another student, click the plus symbol to add a new row.
  - To make changes to the permissions you originally selected for a student, click the **Permission** tab.
6. When you're finished, click **Save**.
7. The student can now add the class through the student add deadline or, if you didn't use the **Closed Course** override, waitlist for the class through the waitlist deadline.

## Notes

- For Boulder Main Campus classes, you can only enter a permission tied to a specific student ID number if the **Student Specific Permissions** checkbox is checked on the student's **Permission to Add** tab (which is carried over from the class's **Maintain Schedule of Classes**). If the checkbox isn't checked, you can't enter a permission to enroll for a specific student.
- Once you enter a permission (e.g., override a closed class and/or requisite and/or consent required), the system will automatically recognize the permission and allow the student to enroll in the class. *Note: The system will still honor enrollment appointments, service indicators, time conflicts and anything you didn't override.*
- The **Student Specific Permissions** checkbox can only be selected on enrollment sections (**class type = Enrollment** on **Maintain Schedule of Classes**; you can also see the class type on the **Class Permission** component). Permissions apply to the specified enrollment section only; however, they also apply to non-enrollment sections (e.g., associated labs or recitations). So if you enter a permission to override a closed lecture section, the student will be able to enroll in ANY associated non-enrollment component, even if it's closed.
- You can enter a student ID on the **Permission to Add** tab any time after the class is scheduled for a term and before the student deadline to add a class (i.e., the second Wednesday of classes in fall and spring).
  - Additional notes:
    - You can enter a permission regardless of whether the student has already added their name to the waitlist or added the class to their shopping cart.
    - If you enter a student ID for a student who is not eligible to enroll (e.g., is not active, has not been term activated, etc.), the status on the permission will remain "Not Used."
    - If you enter a student ID on a canceled class section, the permission will remain "Not Used," because the student can't enroll in a canceled section.
    - If a class section is cancelled and you've entered permissions for that section, you'll need to reenter these permissions for another section of the class (if applicable).
- You can set the override (i.e., what the permission is valid for) at the default level before entering a student ID or on the **Permission** tab (under **Class Permission Data**) for any student listed. *Note: You can only change permission overrides for a student if **Status = Not Used**.*
- Students can't see when their permission to enroll expires, so you'll need to communicate that date to them. This **Expiration Date** field defaults to the last day of the term; however, students can't add a class themselves after the student add deadline (i.e., the second Wednesday of classes in fall or spring; summer session deadlines vary). You can adjust this date if you want to give the student a day or two to enroll after you enter the permission, but in this case you'll need to communicate this date to them, as students can't see when the permission to add expires. (Permission expires after 11:59 p.m. on the expiration date.)
- Just as in **Quick Enroll**, closed class permissions do override room capacity. Please check room capacity before entering this type of permission.

- If you enter a permission for a student who enrolls, drops the class and then wants to re-enroll, you'll need to enter another permission.
- **Good feature related to waitlisting:** If a spot opens up in a closed class, the system will enroll the student from the waitlist if you enter a permission to override the requisite or consent required, but not the enrollment limit, for a closed class. (This doesn't happen if you waitlist a student in **Quick Enroll**). Or you can enter a permission and then waitlist the student in Quick Enroll; in this case, the system will recognize the permission. You can also enter a permission after the student has waitlisted for the class.
- If you enter a permission to override a requisite and there's a corequisite involved, the student will be able to enroll in the class without the corequisite. In addition, since the permission for the class stays with the student, they'll also be able to drop the class without dropping the corequisite if enrolled in both.
- If permission is entered to override a requisite, the PERC roster shows **Enrollment Req Status** and **Post Enrollment Req Status = Permitted**, and you can't select this student to drop on the PERC roster under **Drop/Approved Indicator**.
- There is currently no way to audit which user entered a permission for a student or on what date; we're working with UIS to create an audit behind this component. Just as any campus user with drop/add access can override a requisite or closed course to enroll a student in your course, any of those users can also enter a student-specific permission for one of your courses.

## Permission to Drop

The screenshot shows the 'Permission to Drop' interface. At the top, there are tabs for 'Permission to Add' and 'Permission to Drop'. Below this, course information is displayed: Course ID: 105005, Academic Institution: CU Boulder, Term: Spring 2017 UC Boulder, Subject Area: ECON, Catalog Nbr: 2020, Course Offering Nbr: 1, UGRD, Economics, Prin of Macroeconomics.

The 'Class Section Data' section shows Session: B, Boulder 16-Wk Session/Full Sem, Class Nbr: 15980, Class Status: Active, Class Section: 285R, Class Type: Enrollment Section, Component: Lecture, Instructor: Sharma, Vijaya Raj.

Under 'Defaults', there is an 'Expiration Date' field set to 05/05/2017. Below it, 'Permission Valid For' has three columns: 'Requisites Not Met' (checked), 'Consent Required' (checked), and 'Permission Time Period' (unchecked).

The 'Class Permission Data' section has a table with columns: Seq #, ID, Name, Status, Permission Use Date, Expiration Date. The first row shows Seq # 1, ID 106753017, Name A, Status Not Used, and Expiration Date 05/05/2017.

Annotations include:
 

- 1) Scroll to the appropriate section of the course before entering a student ID. NOTE: Class sections are not always in chronological order on this component.
- 2) Uncheck/check the desired permissions and then enter the student ID. NOTE: The selected permissions in the Defaults box carry forward to that student.
- NOTE: This type of override/permission is not something we use so checking this box doesn't do anything for the student.
- NOTE: Click on the + symbol to add a row and enter another student ID.
- NOTE: If you want to make changes to the permissions you originally selected for a student, you can do that on the Permission tab.
- Defaults to last day of term but the system still honors the drop/add deadlines.

## Procedures

1. Navigate to the **Class Permissions** component: **Records & Enrollment > Term Processing > Class Permissions > Class Permissions**.
2. Enter the course information.
3. On the **Permission to Drop** tab, find the row with the enrollment section of the class you're looking for before you enter the student ID. Class sections are not always in chronological order on this component.
4. Under the **Defaults** section, check the boxes for only those items you want to override. **Permission Time Period** isn't used on this campus, so checking that box has no effect on the student.
5. Under the **Class Permission Data** section, enter the student ID. The selected permissions in the **Defaults** section will carry forward to that student. The **Expiration Date** field defaults to the last day of the term, but the system still honors that term's add and drop deadlines.
  - To grant permissions to another student, click the plus symbol to add a new row.
  - To make changes to the permissions you originally selected for a student, click the **Permission** tab.
6. When you're finished, click **Save**.
7. Once the permission is entered, the student can drop the class through the student drop deadline. Drops that occur after the deadline to drop without a W grade still result in a W grade.

## Notes

- Permissions function in accordance with drop deadlines.
  - If you give a student a permission to drop prior to the deadline to drop without a W grade, but the student waits until after that deadline to drop the class, they'll receive a W grade.
  - If you give a student a permission to drop prior to the student drop deadline, but the student waits until after that deadline, they won't be able to drop the class themselves and must instead go through the dean's office petition process.
- If you're giving permission for a student to drop a class that has an associated (linked) non-enrollment component, like a recitation or lab, you only need to enter the permission to drop on the enrollment component (usually the lecture section); the non-enrollment component will be dropped automatically when the student drops the enrollment component.
- You can ignore the **Expiration Date** on the permission. This field defaults to the last day of the term; however, students can't drop a class themselves after the student drop deadline (i.e., the 10th Friday of classes in fall or spring; the deadline varies for summer sessions).