How-To: Assign Class Permissions

1. Click on the Records and Enrollment link.
2. Click on the Term Processing link.
3. Click on the Class Permissions link.
4. Click on the Class Permissions link.
5. On the Class Permissions page, under the Find an Existing Value tab, you will find the Search criteria available for Assigning Class Permissions. This criterion is Term and Class specific. The search criteria is as follows:
   a. Academic Institution – This value should be CSI01, and you should not be allowed to assign permissions at other institutions. However, if you work at another institution and have access to assign permissions there, ensure that you have populated CSI01 when assigning permissions to CSI students.
   b. Term – Class Permissions are specific to the term in which you are giving permission and this field must be populated. You can either use the 4 digit nomenclature used in CUNYfirst, or you can click the magnifying glass and search for the term you seek.
   c. Subject Area – this is the subject area for the class in which you are assigning the permissions. (i.e. – ACC) You can click the magnifying glass to search for the subject if you are unsure of its abbreviation. This is not a required field, and can be left blank, though when used, it greatly filters the results.
   d. Catalog Nbr – this is the Catalog Number for the class in which you are assigning permissions. (i.e. – 114) This is not a required field, and can be left blank, though when used, it greatly filters the results.
   e. Academic Career – this is the Academic Career that this course belongs to. (i.e. – Undergraduate, Graduate or Doctoral) This is not a required field, and can be left blank.
   f. Campus – we only have one campus distinction at CSI, which is MAIN. This is not a required field and can be left blank.
   g. Description – This is the catalog description for the class. This is not a required field, and generally should not be populated as errors in spelling or title will return no results.
   h. Course ID – This is the 6 digit course ID from the catalog, and identifies a specific course, though not a specific section. This is not a required field and can be left blank.
   i. Course Offering Nbr – This is used for cross-listed courses. Cross-listed courses show up as multiple offerings of the same “course”. For example, ECO/MGT 230 sections are cross-listed, and meet at the same time, same room, and same instructor. For these courses, if you wish to allow students into either the section labeled MGT or the one labeled ECO, you must issue permissions to both offerings. Do NOT search by this criterion as it may lead to zero results.
**NOTE: If you search by specific Subjects AND Catalog Numbers, unless there are multiple offerings, it should take you directly into the Permissions page. If it does not, the results of your search will be at the bottom of the page. Simply look for the course and/or offering you are trying to place permissions on and click any of the links on that row.**

6. Once the Search criterion is filled in the form, click the yellow **Search** button at the bottom of the page.

7. On the next page, you will see two tabs at the top, one for **Permission to Add**, and another for **Permission to Drop**.

8. Make sure you are on the **Permission to Add** tab.

9. At the top of this tab, you will see the **Course ID**, **Academic Institution**, **Term**, **Subject Area**, **Catalog Nbr**, and **Course Offering Nbr**. These should match the criteria you placed on the search screen.

10. Below the above information is a box labeled **Class Section Data**. Inside this box is information pertaining to individual sections of this course. On the right side of the box, there is an indication of how many rows of data there are for this course. Each row of data is a different section. You can view them row by row by clicking the left and right arrows, or you can view all by click the **View All** link. This page is much easier to navigate if viewed row by row instead of all at once.

11. The information in the box is as follows:
   a. **Session** – this is the Academic Session for which this section is offered. Academic Sessions in CUNYfirst are as follows:
      i. **Regular Academic Session** – this indicates the full sessions of Fall and Spring. The Fall Term only has one session; the Spring Term has two sessions, the Regular Academic Session and the Winter Session.
      ii. **Winter Session** – this is the Winter Session offered in January and lies within the Spring Academic Term in CUNYfirst. This is different than in SIMIS where it was held within the Fall Semester.
      iii. **4-Week 1** – this is the first four week session in the summer, held in June.
      iv. **4-Week 2** – this is the second four week session in the summer, held from the end of June through the end of July.
      v. **8-Week 1** – this is the eight week session held during the summer running from the beginning of June through the end of July. The six week weekend session held during the summer is also encased in this term.
   b. **Class Section** – this is the section number for this course section. The sections are now listed with the time of day/type of section listed in the first character(s). The sections will be identified as follows:
      i. **D001** – will be section 001 during the Day
      ii. **E001** – will be section 001 during the Evening
      iii. **S001** – will be section 001 on the Weekend (either Saturday or Sunday)
iv. **I001** – will be section 001 for an Independent Study or Internship
v. **W001** – will be section 001 during the Winter Session (regardless of time of day)
vi. **IM01** – will be section 01 reserved for students required to participate in the Immersion Program
vii. **CN01** – will be section 01 reserved only for College Now students
viii. **LC01** – will be section 01 reserved for students enrolling in a specific Learning Community
ix. **GF01** – will be section 01 reserved for student in a Grant Funded program such as 1199 or Continuing Education
c. **Class Nbr** – this is the unique identifying number for this specific section. The student will need this to register for this section.
d. **Class Type** – the class type should always read *Enrollment Section*.
e. **Instructor** – this is the Primary Instructor for this section.
f. **Student Specific Permissions** – this check box indicates that these permissions are assigned to the specific student, for this specific section. This is check and grayed out by default and you will not be able to change this value.

***NOTE: Before entering any data in the fields listed below, scroll through the sections until you find the correct one for which the student seeks permission. This is most easily noted by Class Nbr and the Instructor.***

12. Inside the **Class Section Data** box, there are two more boxes. The first box is labeled **Defaults**, the second is labeled **Class Permission Data**.
13. The **Defaults** box is used to set the expiration date, and default permissions for all the students listed in the **Class Permission Data** box below. It is best practice to set the expiration date to the end of the Add/Drop period, and to uncheck all the defaults for valid permissions, as each student may have a different set of permissions. The permissions defined in this section are:
   a. **Closed Class** – this is better known as an “Overtally”, and is used to allow students to take this section even when there are no more open seats.
   b. **Requisites Not Met** – this is used for when one or more Pre-/Co-Requisites are not satisfied by the student.

***NOTE: Be very careful when selecting this, as this will override all requisites for this section, including any section level requisites such as restricted to certain Special Programs such as the Verrazano School. If the student is requesting one of these special sections, ensure they are in the Student Group for these Programs.***

c. **Consent Required** – this is used when you need to give a student permission for a section that is restricted by Professor or Department permission required.

14. The **Assign More Permissions** field is grayed out and CSI is not using this feature.
15. The **Class Permissions Data** is used to add permissions for individual students, by EMPLID and to set specific permissions by student. There are tabs within this box and the information is as follows:
   a. Under the **General Info** tab there are several columns. They are as follows:
i. **Seq #** - this is simply the row number in this box. As you add students to this box, by clicking the “+” at the end of the row, the next student will have the next higher Seq #. If you click the plus button on any row other than the last row, it will add a row and insert the next available number.

ii. **Number** – this field is not used.

iii. **ID** – this is the student’s EMPLID. You can search for students by clicking on the magnifying glass and filling out the necessary search criteria.

iv. **Name** – this field auto-populates once the EMPLID is entered and it is verified as a valid student.

v. **Status** – this field shows the status of the permission. If the student has not yet registered for this section, it will display **Not Used**. Once the student registers, the Not Used will disappear and the **Permission Use Date** will populate with the date the student enrolled in this section.

vi. **Permission Use Date** – this is the date that the student enrolled using this permission.

vii. **Expiration Date** – this is set by default in the ** Defaults** box above, but you can set limits for individual students if you wish.

b. The next tab is the **Permission** tab. This tab also shows the Seq #, Number and ID fields, and should be the same as on the General Info tab. The rest of the columns are the student specific permissions for entry into this section. These fields were discussed in detail in bullet 13 above.

c. The last tab is the **Comments** tab. Again this tab shows the Seq #, Number and ID fields. There is also a box for free form comments. The Comments box should be used to leave any pertinent notes regarding this permission. This is a short field and comments should be concise.

16. You can add as many students to this permission page as you like, noting that students you give the **Closed Class** permission to will be added in addition to the Enrollment Capacity. All students added to this page will maintained of this page, and faculty and staff may refer to this to see how many and what kind of permissions have been given to specific sections.

17. The **Permission to Drop** page is not used at this time.