

# VisQuick Guide

## Granting enrollment permissions

(last update: July 6, 2017)

PERSONALIZE CONTENT LAYOUT Fri, Jan 31, 14 5:31 PM

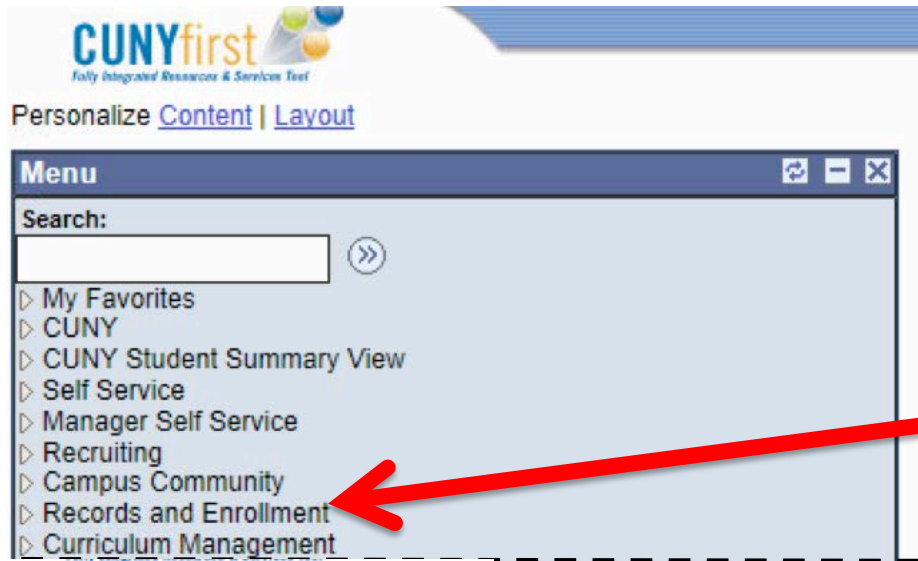


**Click on “HR/Campus Solutions (NOTE: Do NOT click on Self-Service on this “Enterprise Menu”)**

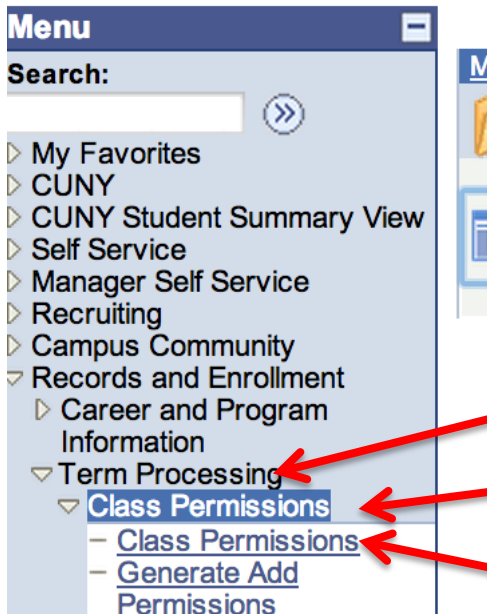
# **NOTE: How enrollment works under CUNYfirst**

- Students enroll with CUNYfirst
- For most special cases (over-tallies, waiving prereqs, etc), advisors/administrators do not enroll students....
- Instead, CUNYfirst is used to give **permissions** to students to enroll in individual courses
- The students must then execute the permission, possibly within a short time-frame
- **NOTE: If a student wishes to retake a course for which they did not receive an 'F,' they must see a professional advisor!**

# Granting enrollment permissions



***1. Click to expand  
“Records and Enrollment”***



***2. Then click to expand  
“Term Processing”***

***3. Then click to expand  
“Class Permissions”***

***4. Then click on “Class Permissions” again!!!***

**1. Click on the magnifying glasses (or type directly) to enter the info shown below....**

#### 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

Use Saved Search:

Academic Institution:	=	<input type="text" value="CTY01"/>	<input type="button" value="🔍"/>
Term:	=	<input type="text" value="1179"/>	<input type="button" value="🔍"/>
Subject Area:	=	<input type="text" value="BIO"/>	<input type="button" value="🔍"/>
Catalog Nbr:	begins with	<input type="text" value="10200"/>	
Academic Career:	=	<input type="text"/>	
Campus:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Description:	begins with	<input type="text"/>	
Course ID:	begins with	<input type="text"/>	<input type="button" value="🔍"/>
Course Offering Nbr:	=	<input type="text"/>	<input type="button" value="🔍"/>
Academic Organization:	begins with	<input type="text"/>	

☐ Case Sensitive

Search

Clear

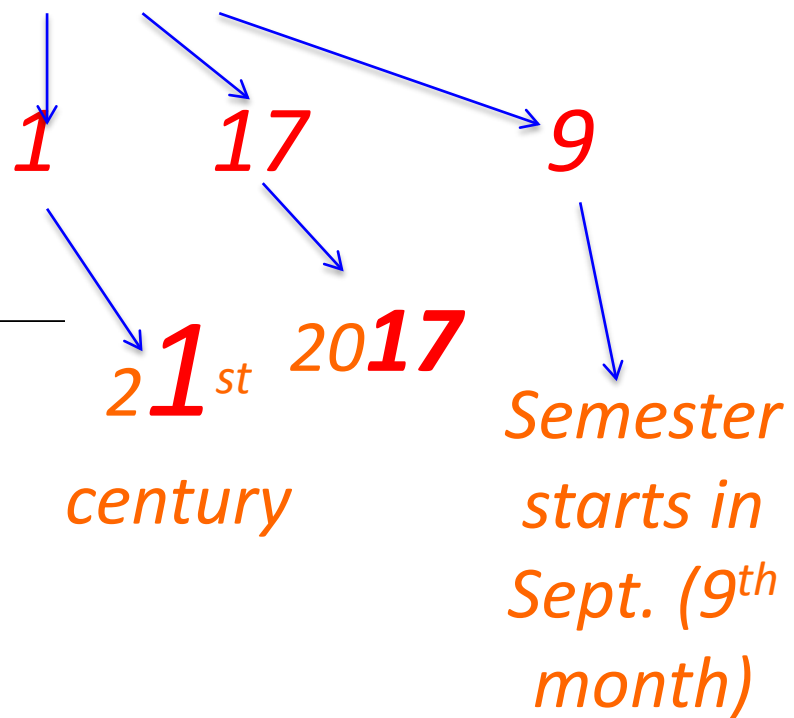
[Basic Search](#)



[Save Search Criteria](#)

[Delete Saved Search](#)

Note: **1179** indicates Fall 2017



Another e.g: 1182 = Spring 2018

**2. Click Search**

**Note: You can save searches!!!**

[Permission to Add](#)[Permission to Drop](#)

Course ID: 043534 Course Offering Nbr: 1  
Academic Institution: City College  
Term: 2017 Fall Term Undergrad  
Subject Area: BIO BIO - Biology  
Catalog Nbr: 10200 Found Of Biology 2

**Class Section Data** Find | View All First 1 of 10 Last

Session: 1 Regular Academic Session

Class Nbr: 22259 Class Status: Active

Class Section: 2PS

Class Type: Enrollment Section

Component: Lecture

Instructor: Grigoryev, Yevgeniy Aleksandrovich

☒ Student Specific Permissions

Enrl Cap: 22 Tot Enrl: 22  
Wait Cap: 8 Wait Tot: 2

**Defaults**

Expiration Date: 08/30/2017

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:  Generate

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info | Permission | Comments | Updated By

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		<input type="text"/>		Not Used		<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

[Permission to Add](#) | [Permission to Drop](#)

These settings control the default Permissions (settings here will control default settings for all new Permissions – *Permissions are described on next page*)

# The meaning of Permissions

**Defaults**

Expiration Date: 05/23/2018

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1 of 1 Last

**General Info** | **Permission** | **Comments** | **Updated By**

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		<input type="text"/>		Not Used		<input type="text"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Permission Type	Description
<b>Closed Class</b>	Select to indicate that the student may enroll in the class even though it is closed due to capacity size (similar to SIMS overtally). Note that CUNYfirst does not have a secondary limit field as SIMS did.
<b>Requisites Not Met</b>	Select to indicate that the student may enroll in the class even though he/she does not have all of the required pre or co-requisites.
<b>Consent Required</b>	Select to override the consent restriction set when creating the course. (SIMS permissions)
<b>Career Restriction</b>	Select to allow the student to take a course that violates their degree requirements – such as allowing an undergraduate student to take a graduate course.

Think of each of the four permission types as a **roadblock** that **may** or **may not** be preventing enrollment

Checking the box **removes** that roadblock...

*Please only apply those permissions that you want your student to have. This will make sure that students will not receive any unnecessary permissions.*

Permission to Add

Permission to Drop

Course ID: 043534 Course Offering Nbr: 1  
Academic Institution: City College  
Term: 2017 Fall Term Undergrad  
Subject Area: BIO BIO - Biology  
Catalog Nbr: 10200 Found Of Biology 2

Class Section Data

Find | View All First 1 of 10 Last

Session: 1 Regular Academic Session Class Nbr: 22259 Class Status: Active  
Class Section: 2PS Class Type: Enrollment Section  
Component: Lecture Instructor: Grigoryev, Yevgeniy Aleksandrovich

☒ Student Specific Permissions

Enrl Cap: 22 Tot Enrl: 22  
Wait Cap: 8 Wait Tot: 2

Defaults

Expiration Date: 08/30/2017

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:  Generate

Class Permission Data

Personalize | Find | First 1 of 1 Last

General Info | Permission | Comments | Updated By

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	
1		<input type="text"/>	<input type="text"/>	Not Used		<input type="text"/>	<input type="button" value="+"/> <input type="button" value="-"/>

Save Return to Search Notify

Permission to Add | [Permission to Drop](#)

*If students have already been given permissions for the section, click the '+' corresponding to student at the bottom to create a new permission line.*

**1) Enter CCNY ID of student, or Click "search glass" to search by name**


▼ Defaults


Expiration Date: 05/23/2018 

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:

**Class Permission Data** Personalize | Find |   First 1 of 1 Last

General Info | Permission | Comments | Updated By 

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		<input type="text"/> 	<input type="text"/>	Not Used		<input type="text"/> 		



Note the four tabs:

- 1) *General Info* (view shown above),
- 2) *Permissions*, 3) *Comments*,
- 4) *Updated By*



Indicates whether the Permission has been used




Note Expiration Date of Permission, which you can change.

**For "Closed Class" Permissions (over-tally), this should be set to the current day or next day**



▼ Defaults

Expiration Date: 05/23/2018 

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:

Class Permission Data

Personalize | Find |  |  First  1 of 1  Last

General Info **Permission** Comments Updated By 

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		<input type="text"/> 		Not Used		<input type="text"/> 		

Clicking on “**Permission**” tab will allow you to set permissions for individual students (regardless of how defaults are set)

## Over-tally

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info Permission Comments Updated By

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction		
1		12135126	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

## Waiving pre/coreqs

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info Permission Comments Updated By

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction		
1		12135126	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

## Over-tally AND Waiving pre/coreqs

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info Permission Comments Updated By

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction		
1		12135126	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

## Granting Instructor Permission

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info Permission Comments Updated By

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction		
1		12135126	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

## Undergrad taking grad course (or vice versa)

Assign More Permissions:


**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info Permission Comments Updated By

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction		
1		12135126	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

Sample  
permissions





**Defaults**


Expiration Date: 05/23/2018 

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:

**Class Permission Data** Personalize | Find |   First  1 of 1  Last

General Info | Permission | **Comments** | Updated By 


Seq #	Number	ID	Comments		
1		12135126	Took equivalent of Bio 10100 at Jedi Academy	<input type="button" value="+"/>	<input type="button" value="-"/>

[Permission to Add](#) | [Permission to Drop](#)

1. After setting Permissions, click on "Comments" tab

2. Enter reason for granting the Permission. **CCNY POLICY STATES THAT YOU MUST DO THIS.**





**▼ Defaults**


Expiration Date: 05/23/2018 




Permission Valid For:




Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:

**Class Permission Data** Personalize | Find |   First  1 of 1  Last

[General Info](#) [Permission](#) [Comments](#) **Updated By** 

Seq #	Number	ID	Updated By		
1		12135126 	Edelman, Jay		

 Save  Return to Search  Notify

[Permission to Add](#) | [Permission to Drop](#)

The “Updated By” tab will indicate who gave the permission.

Course ID: 043534 Course Offering Nbr: 1  
 Academic Institution: City College  
 Term: 2018 Spring Term Undergrad  
 Subject Area: BIO BIO - Biology  
 Catalog Nbr: 10200 Found Of Biology 2

**Class Section Data** Find | View All First 1 of 10 Last

Session: 1 Regular Academic Session Class Nbr: 24075 Class Status: Active  
 Class Section: 1GJ Class Type: Enrollment Section  
 Component: Lecture Instructor: Grigoryev, Yevgeniy Aleksandrovich  
 Bobe, Daija Tiane

☒ Student Specific Permissions Enrl Cap: 21 Tot Enrl: 0  
 Wait Cap: 0 Wait Tot: 0

**Defaults**  
 Expiration Date: 05/23/2018  
 Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions:  Generate

**Class Permission Data** Personalize | Find | First 1 of 1 Last

General Info | **Permission** | Comments | Updated By

Seq #	Number	ID	Updated By		
1		12135126	Edelman, Jay	+	-

Save | Return to Search | Notify

Permission to Add | [Permission to Drop](#)

Use arrows here for multiple section courses

Also: see next slide

When done, click '+' to add another student, or click "Save" to.... Save! But, before saving, SEE NEXT SLIDE

Defaults

Expiration Date: 05/23/2018

Permission Valid For:

Closed Class Requisites Not Met Consent Required Career Restriction

Assign More Permissions: General

Class Permission Data

General Info Permission Comments

Seq #	Number	ID	Updated by
1		12135126	Edelman, Jay

Save Return to Search Notify

Permission to Add | [Permission to Drop](#)

Message

Would you like to apply class permission for this student for all sections of this course? (30002,211)

Yes No

Clicking on “Save” will bring up a dialog box that allows the permissions you entered to be set for all sections of the course. *This only happens the **FIRST** time you Save for a particular student in a particular course, .....SO BE CAREFUL!*

**SUPER IMPORTANT NOTE: For “Closed Class” Permissions (Over-tallies), you should ALWAYS click “No.” For other Permissions, you can click “Yes,” though depts. may inform you of exceptions**