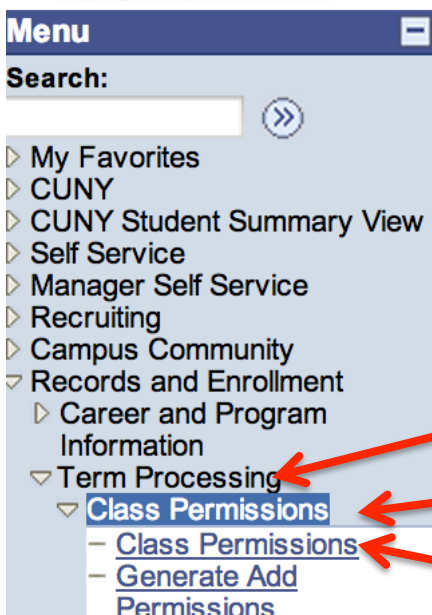


Granting enrollment permissions

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 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

Maximum number of rows to return (up to 300):

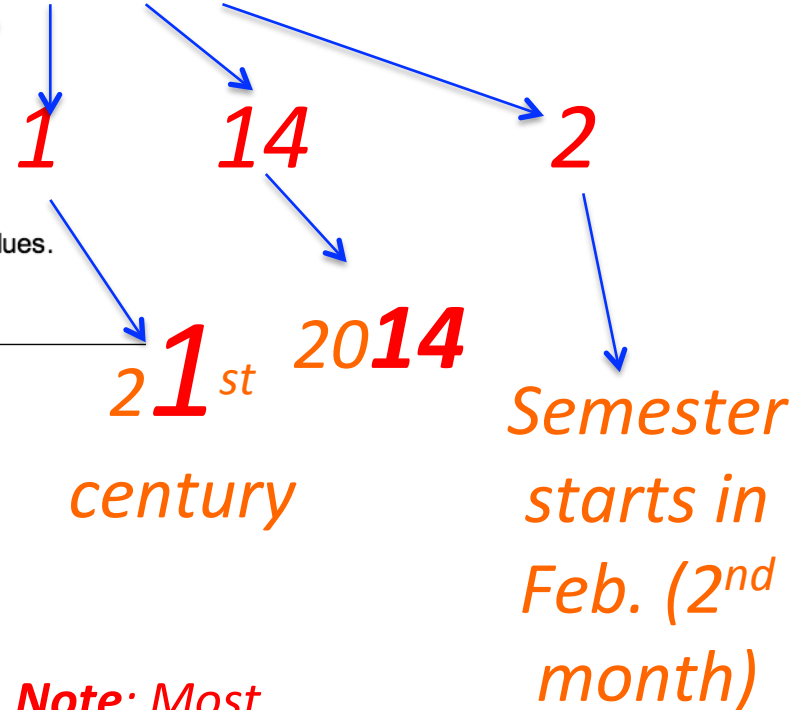
Use Saved Search:

Academic Institution:	<input type="text" value="CTY01"/>	<input type="button" value="🔍"/>
Term:	<input type="text" value="1142"/>	<input type="button" value="🔍"/>
Subject Area:	<input type="text" value="BIO"/>	<input type="button" value="🔍"/>
Catalog Nbr:	<input type="text" value="begins with"/>	<input type="button" value="🔍"/>
Academic Career:	<input type="text"/>	<input type="button" value="🔍"/>
Campus:	<input type="text" value="begins with"/>	<input type="button" value="🔍"/>
Description:	<input type="text" value="begins with"/>	<input type="button" value="🔍"/>
Course ID:	<input type="text" value="begins with"/>	<input type="button" value="🔍"/>
Course Offering Nbr:	<input type="text" value=""/>	<input type="button" value="🔍"/>

Case Sensitive

[Basic Search](#) [Save Search Criteria](#) [Delete Saved S](#)

Note: 1142 indicates Spring 2014



Note: Most entries can also be directly typed...

Another e.g: 1139 = Fall 2013

This will search for Biology courses in Spring 2014

2. Click Search

Note: You can save searches!!!

Search Results

View All								First	1-41 of 41
Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offer	
CTY01	1142	BIO	B9901	Graduate	MAIN	THESIS RESEARCH	043740	1	
CTY01	1142	BIO	B9902	Graduate	MAIN	THESIS RESEARCH	043741	1	
CTY01	1142	BIO	V1101	Graduate	MAIN	ROT CELL-MOL-DV BIO	043768	1	
CTY01	1142	BIO	V1800	Graduate	MAIN	IMMUNOLOGY:LEC	043771	1	
CTY01	1142	BIO	V2302	Graduate	MAIN	NEUROSCIENCES 2:LEC	043778	1	
CTY01	1142	BIO	V5003	Graduate	MAIN	DEVELEPOMNTL BIOLOGY	115145	1	
CTY01	1142	BIO	V9012	Graduate	MAIN	SEM:ZOOGEOGRAPHY	043806	1	
CTY01	1142	BIO	V9100	Graduate	MAIN	COLLOQUIUM:BIOLOGY	043810	1	
CTY01	1142	BIO	V9200	Graduate	MAIN	TUTORIAL	043812	1	
CTY01	1142	BIO	V9201	Graduate	MAIN	ADVANCED STUDY	043813	1	
CTY01	1142	BIO	V9202	Graduate	MAIN	ADVANCED STUDY	043814	1	
CTY01	1142	BIO	V9204	Graduate	MAIN	ADVANCED STUDY	043816	1	
CTY01	1142	BIO	V9304	Graduate	MAIN	BRAIN CLS & VIS PERC	043820	1	
CTY01	1142	BIO	V9308	Graduate	MAIN	NEUROPHARMACOLOGY	043824	1	
CTY01	1142	BIO	10004	Undergrad	MAIN	HUMAN BIOLOGY	122083	1	
CTY01	1142	BIO	10100	Undergrad	MAIN	FOUND OF BIOLOGY 1	043533	1	
CTY01	1142	BIO	10200	Undergrad	MAIN	FOUND OF BIOLOGY 2	043534	1	
CTY01	1142	BIO	10600	Undergrad	MAIN	INTRO TO GENETICS	043545	1	
CTY01	1142	BIO	20700	Undergrad	MAIN	BIOLOGY OF ORGNISMS	043546	1	
CTY01	1142	BIO	20800	Undergrad	MAIN	ECOLOGICAL EVOLUTION	043550	1	



Click on Bio 10200

Permission to Add | **Permission to Drop**

Course ID: 043534 Course Offering Nbr: 1
Academic Institution: City College
Term: 2014 Spring Term Undergrad
Subject Area: BIO Biology
Catalog Nbr: 10200 FOUND OF BIOLOGY 2

These settings control the default permissions

(settings here will control settings for all new permissions – *permissions are described on next page*)

Class Section Data Find | View All First 1 of 11 Last

Session: 1 Regular Academic Session Class Nbr: 57652 Class Status: Active
Class Section: 01 Class Type: Enrollment Section
Component: Lecture Instructor: Grigoryev, Yevgeniy Aleksandrovich

Student Specific Permissions

Defaults

Expiration Date: 02/18/2014

Permission Valid For:

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

Assign More Permissions: Generate

Class Permission Data Customize | Find | First 1 of 1 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1				Not Used		02/18/2014

Save | Return to Search | Notify

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

The meaning of Permissions

▼ Defaults

Expiration Date: 02/18/2014

Permission Valid For:

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

Assign More Permissions: Generate

Class Permission Data Customize | Find | First 1 of 1 Last

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1		12237240	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Save Return to Search Notify

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

- **Closed Class** -- If checked you give permission to “overtally”
- **Requisites Not Met** -- If checked, pre/co-requisites waived
- **Consent Required** -- For instructor/advisor permission
- **Career Restriction** -- If checked, grad students can take undergrad courses and vice versa
- **Permission Time Period** -- For technical reasons, please make sure this is unchecked!!!!

Permission to Add | **Permission to Drop**

Course ID: 043534 Course Offering Nbr: 1
Academic Institution: City College
Term: 2014 Spring Term Undergrad
Subject Area: BIO Biology
Catalog Nbr: 10200 FOUND OF BIOLOGY 2

Class Section Data Find | View All First 1 of 11 Last

Session: 1 Regular Academic Session Class Nbr: 57652 Class Status: Active
Class Section: 01 Class Type: Enrollment Section
Component: Lecture Instructor: Grigoryev, Yevgeniy Aleksandrovich

Student Specific Permissions

Defaults

Expiration Date: 02/18/2014

Permission Valid For:

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

Assign More Permissions: Generate

Class Permission Data Customize | Find | First 1 of 1 Last

General Info | **Permission** | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1		<input type="text"/>		Not Used		02/18/2014

Save | Return to Search |

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

1. Uncheck "Permission Time Period"
2. Enter CCNY ID of student, or Click magnifying glass to search by name

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

Course ID: 043533 Course Offering Nbr: 1
Academic Institution: City College
Term: 2014 Spring Term Undergrad
Subject Area: BIO Biology
Catalog Nbr: 10100 FOUND OF BIOLOGY 1

Use arrows here for multiple section courses

Class Section Data Find | View All First 1 of 16 Last

Session: 1 Regular Academic Session Class Nbr: 57636 Class Status: Active
Class Section: 01 Class Type: Enrollment Section
Component: Lecture Instructor: Firooznia,Fardad

Student Specific Permissions

Defaults

Expiration Date: 02/18/2014 31

Permission Valid For:

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

Assign More Permissions:

Class Permission Data Customize | Find | First 1 of 1 Last


General Info | **Permission** | Comments |

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		12237240	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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

After name appears, click '+' to add another student, or click "Save" to.... Save!





▼ Defaults


Expiration Date: 02/18/2014 




Permission Valid For:




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

Assign More Permissions:

Class Permission Data Customize | Find |   First  1 of 1  Last

General Info | **Permission** | Comments 

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		12237240 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		


 Save  Return to Search  Notify

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

Clicking on “Permission” tab will allow you to set permissions for individual students (as shown here)

Clicking on “Comments” tab will allow you to make comments (not shown)





▼ Defaults


Expiration Date: 02/18/2014 




Permission Valid For:




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

Assign More Permissions:

Class Permission Data Customize | Find |  |  First  1 of 1  Last

General Info | **Permission** | Comments 

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		12237240 	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		

 Save  Return to Search  Notify

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

Clicking on “Permission” tab will allow you to set permissions for individual students (as shown here)

Clicking on “Comments” tab will allow you to make comments (not shown)