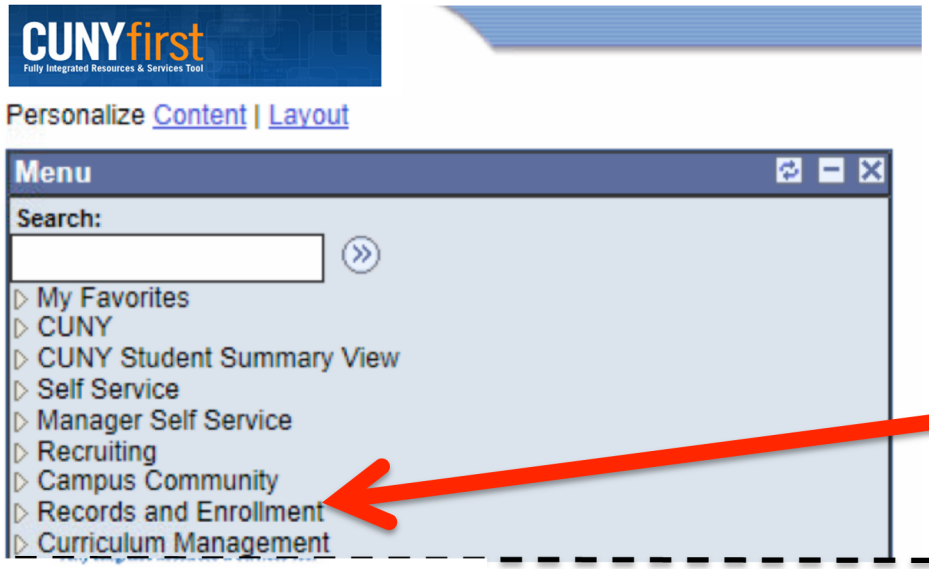
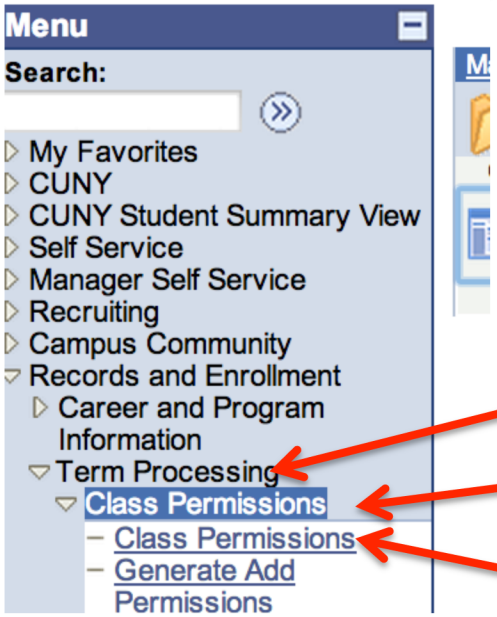
The City College of New York

Granting enrollment permissions



1. Click to expand "Records and Enrollment"

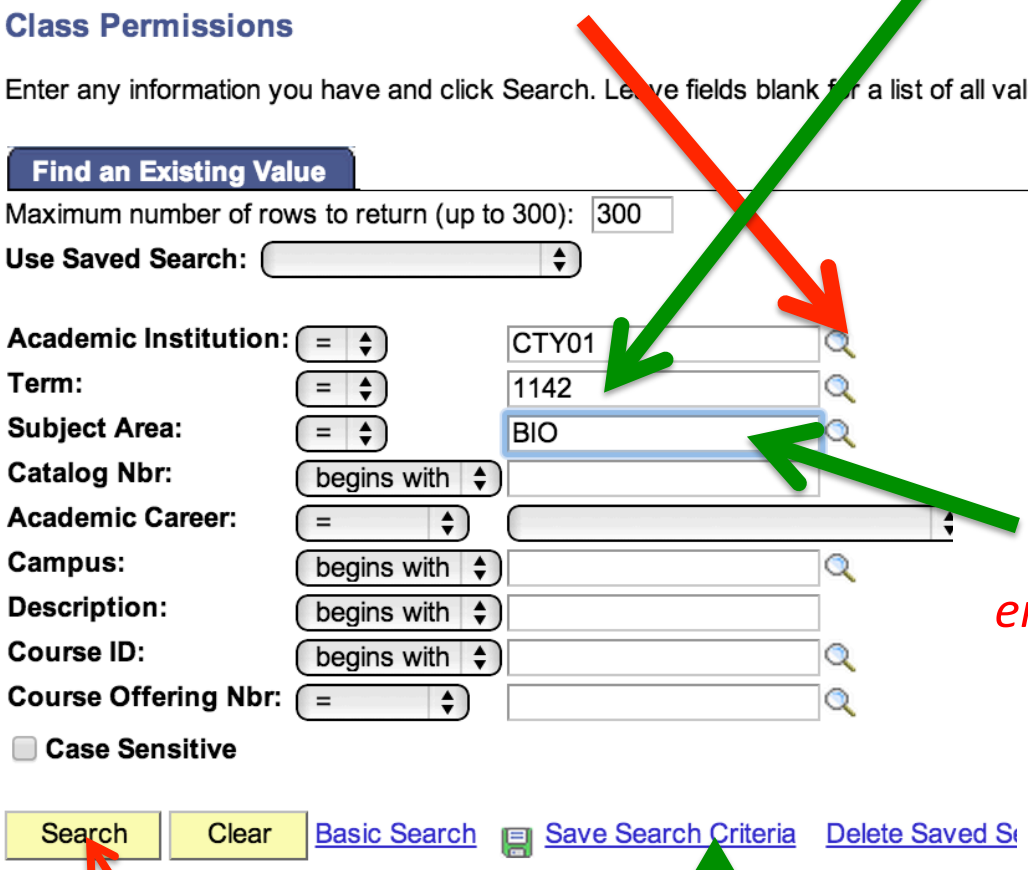


2. Then click to expand "Term Processing"

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….



Note: 1142 indicates Spring 2014

1 = 21st century

14 = 2014

2 = Semester starts in Feb. (2nd month)

Another e.g: 1139 = Fall 2013

Note: Most entries can also be directly typed…

Note: You can save searches!!!

2. Click Search

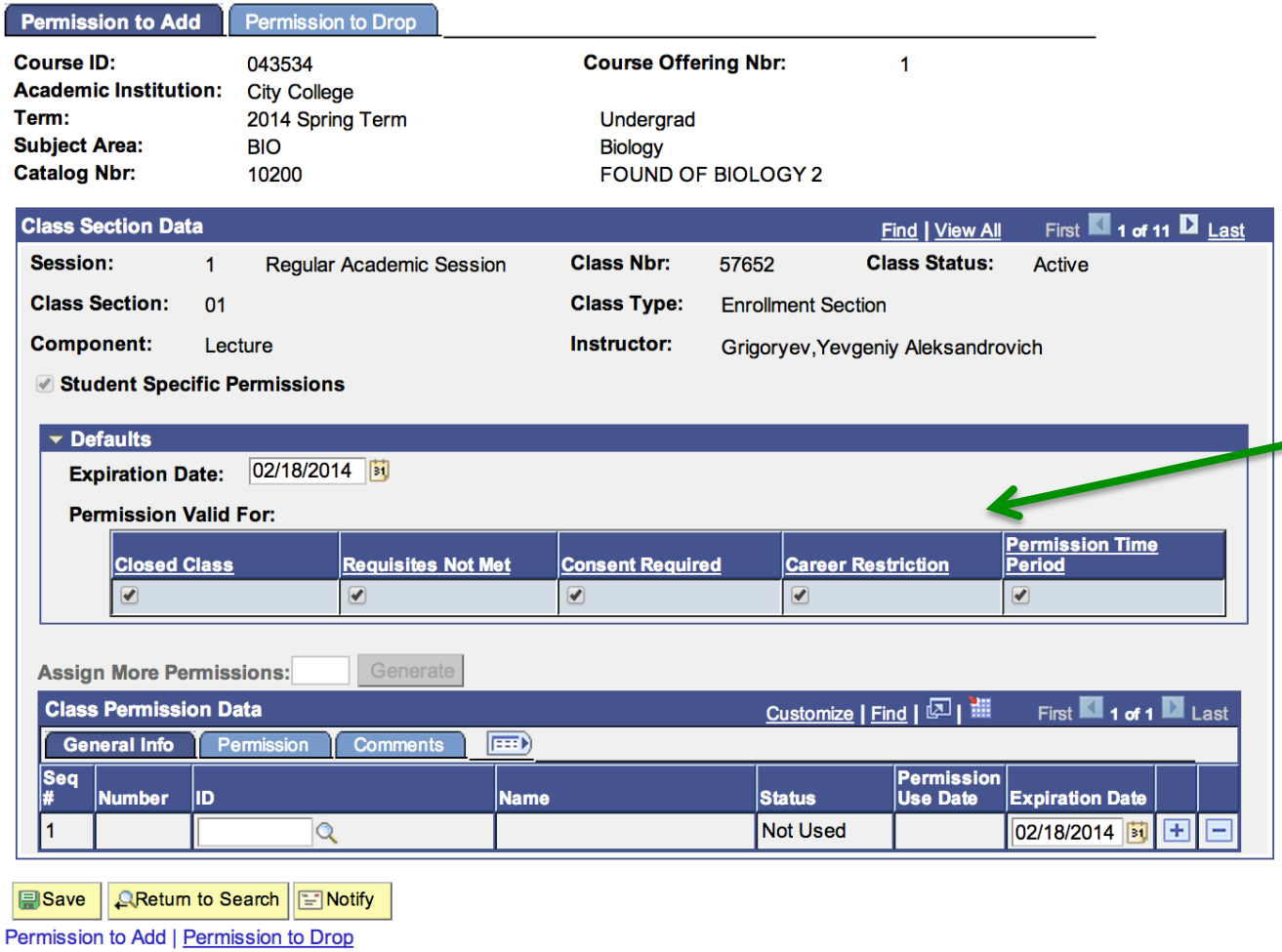
This will search for Biology courses in Spring 2014

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	30600	Undergrad	MAIN	INTRO TO GENETICS	043545	1
CTY01	1142	BIO	20700	Undergrad	MAIN	BIOLOGY OF ORGNISMS	043546	1

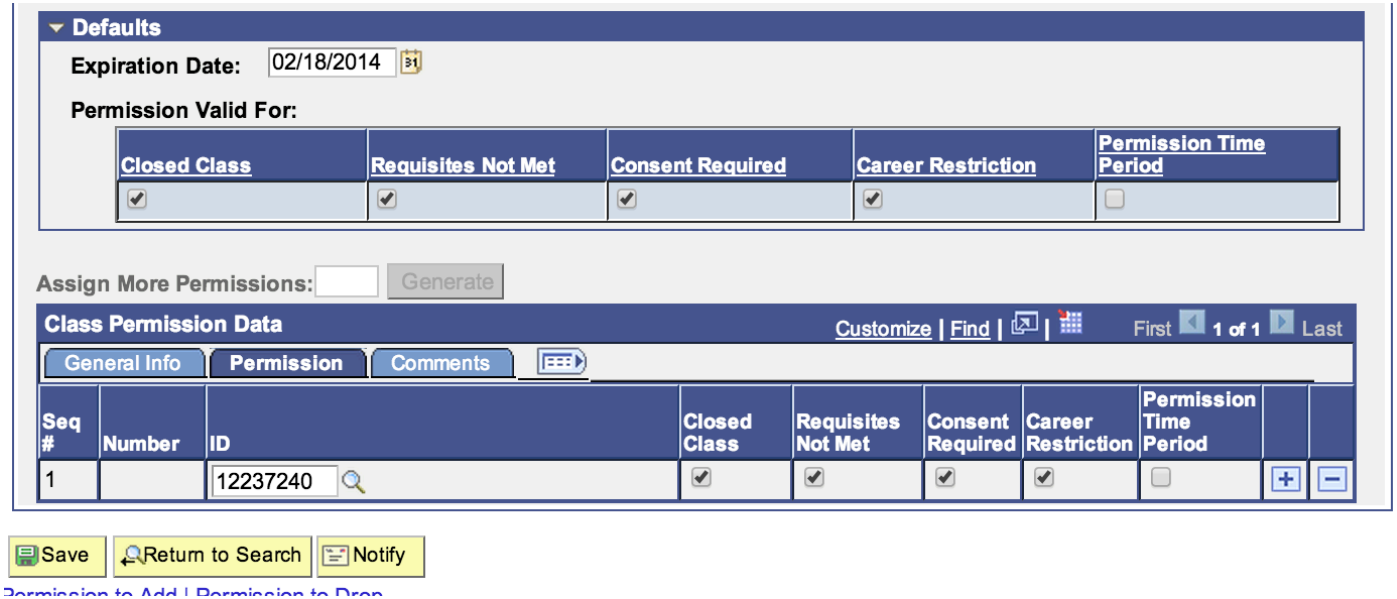
Click on Bio 10200



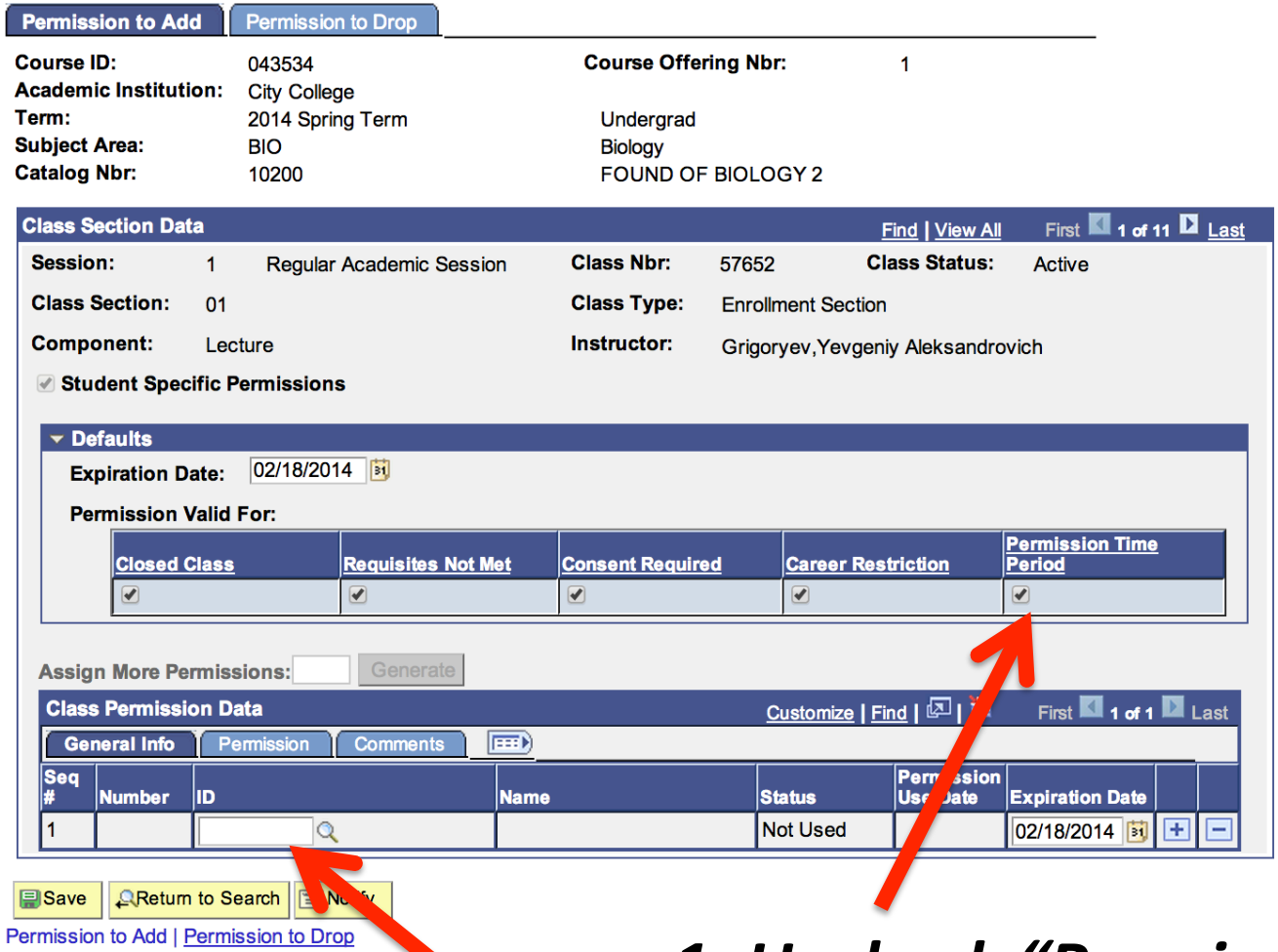
These settings control the default permissions

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

The meaning of Permissions

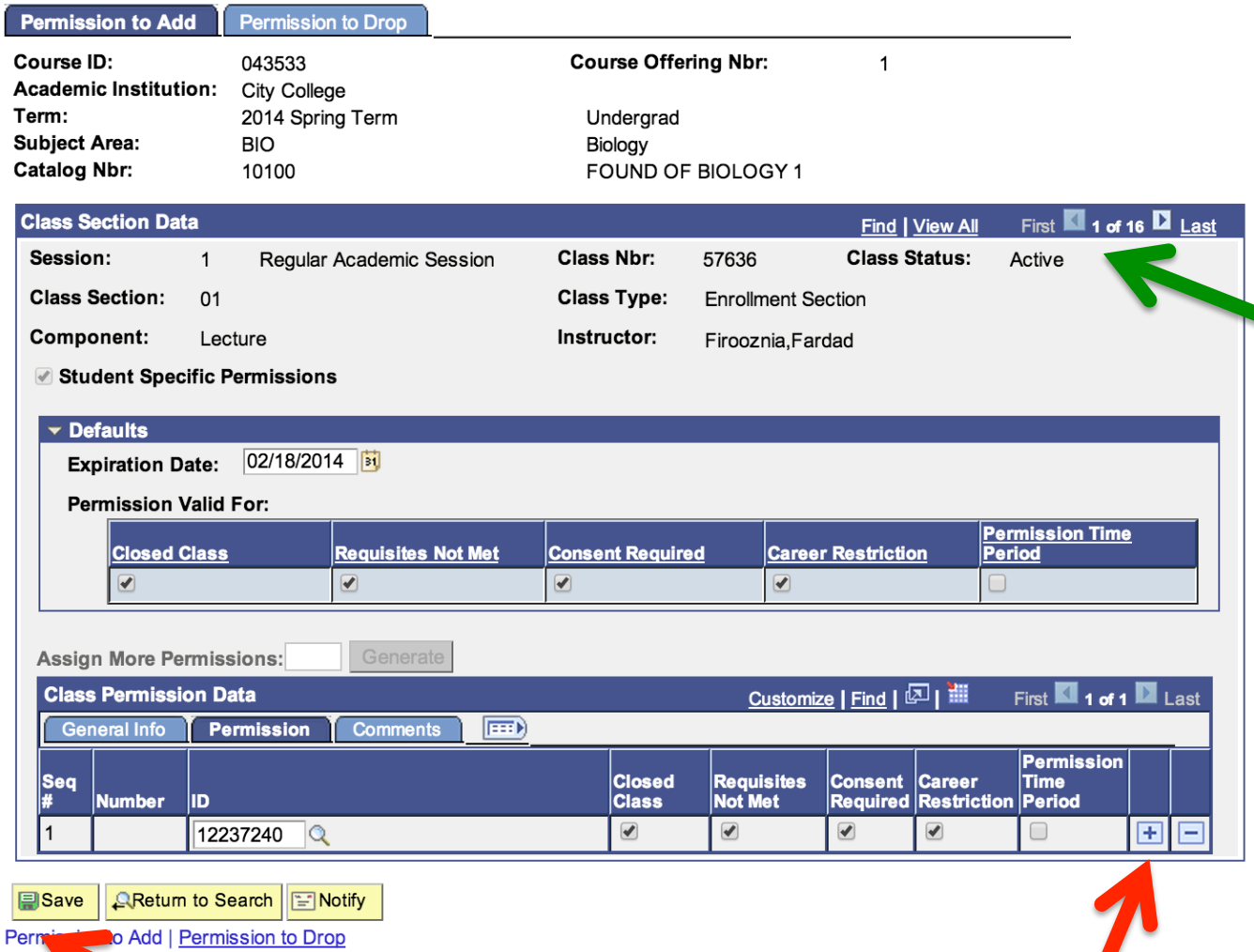


- **Closed Class** -- If checked you give permission to "overtally"
- **Requisites Not Met** -- If checked, pre/co-requisites waived
- **Consent Required** -- For instructor/advisor permission
- **Career Restriction** -- If checked, grad students can take undergrad courses and vice versa
- **Permission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



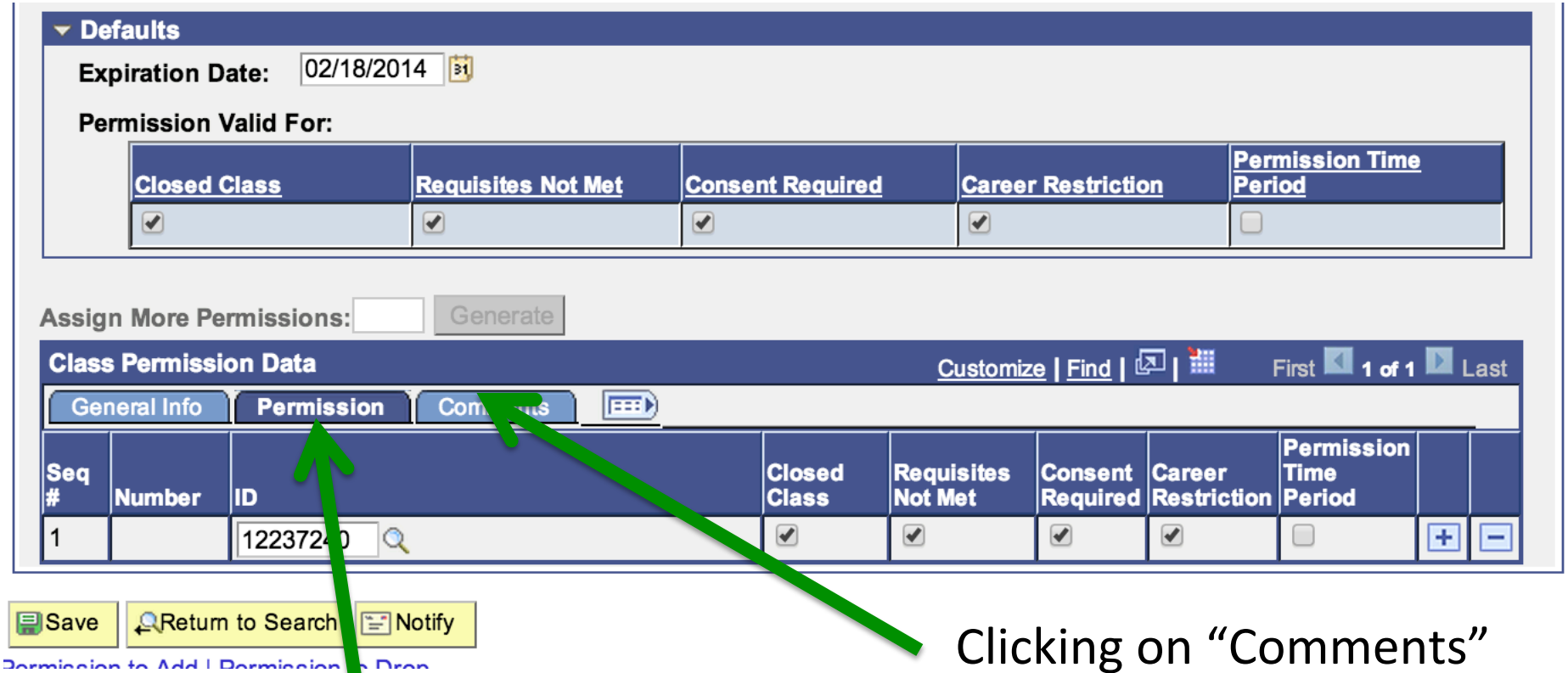
1. Uncheck "Permission Time Period"

2. Enter CCNY ID of student, or Click magnifying glass to search by name



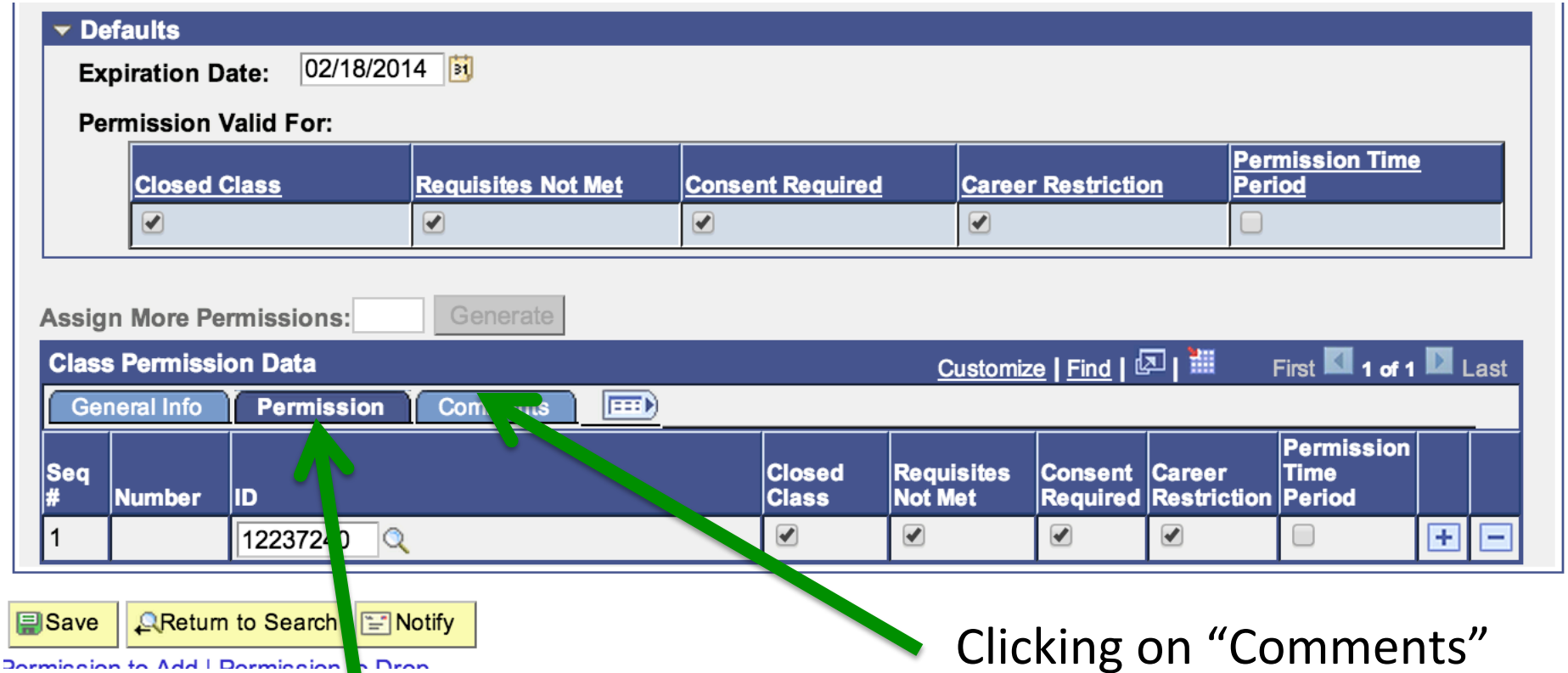
Use arrows here for multiple section courses

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



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)



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