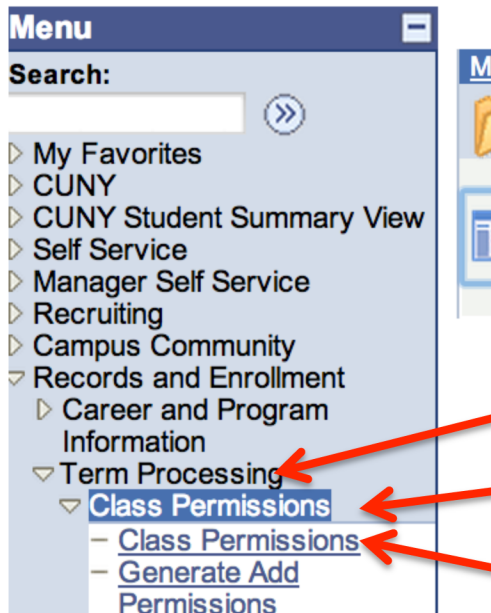


Granting enrollment permissions

**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): 300

Use Saved Search:

Academic Institution:	=	CTY01	
Term:	=	1142	
Subject Area:	=	BIO	
Catalog Nbr:	begins with		
Academic Career:	=		
Campus:	begins with		
Description:	begins with		
Course ID:	begins with		
Course Offering Nbr:	=		

☐ Case Sensitive

Search

Clear

[Basic Search](#)



[Save Search Criteria](#)

[Delete Saved S](#)

Note: 1142 indicates Spring 2014

1

14

2

21st 2014

century

Semester starts in Feb. (2nd month)

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	20600	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

These settings
control the
default
permissions

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

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

Course ID: 043534

Academic Institution: City College

Term: 2014 Spring Term

Subject Area: BIO

Catalog Nbr: 10200

Course Offering Nbr: 1

Undergrad

Biology

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:

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	<input type="button" value="+"/>	<input type="button" value="-"/>

[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:

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](#)

- **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](#) | [Notify](#)

[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

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: Generate

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](#)

Use arrows here for multiple section courses

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)