

Quick Guide: Granting permissions to register for a specific class/section

Last update: 5 March 2014 by JAE

1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu



2. You will get a popup window with more options.
 - a. Note: Please view the [Obtaining Student ID](#) document if you do not already have the student's emplid or need help obtaining it.

3. Click on **Records and Enrollment**

4. Click on **Term Processing**

5. Click on **Class Permissions**

6. Click on **Class Permissions** once again

7. On the class permission page, fill out the following info:

- a. **Academic Institution:** CTY01 for "CCNY"
- b. **Term:** 1139 for "1 -- 13 -- 9" or "21st century -- 2013 -- Sept = 9" or "Fall 2013"
- c. **Subject Area:** the familiar acronyms from SIMS still work, e.g. SOC for "Sociology";
 - i. You can also click the Magnifying Glass icon (🔍) to search for subject areas
- d. *Optional* -- **Catalog Nbr** is the "course number" in SIMS; fill up to 5 digits using zeros

8. Click **Search**

Note: Your search will fail ("no results found") if you select a subject area outside your own department.

9. Note that we get only one result as we have entered a specific **Catalog Nbr**; the different sections are shown on the next page
10. Use the arrow buttons on the top right to bring up other sections of the course.
 - a. Note that the class has been set up for **Student Specific Permissions** (at CCNY, we do not use the alternative system CUNYfirst offers, handing out "permission numbers")



11. The **Defaults** box shows the five separate permissions you can grant. To clarify what a check mark means:
 - a. **Closed Class** – if checked you give permission for that student to be "overtallied" into the course
 - b. **Requisites Not Met** – if checked you give permission to waive that student's (pre/co) requisites for the course
 - c. **Consent Required** – usually graduate students need this box checked (this can be used for instructor or department permission to take course)
 - d. **Career Restriction** – if checked you give permission for a graduate student to take an undergraduate course or for an undergraduate student to take a graduate course
 - e. **Permission Time Period** -- a very technical issue related to CUNYfirst. We ask that you **do not check this box** as there are problems with this specific permission.

Note: All boxes are checked by default. So, you need to take away what you do not want to grant. Whatever you set up in the **Defaults** box carries over to each row you add in the **Class Permission Data** box -- by clicking the **+** button in the lower right corner. (In case you want to enter permissions for several students at the same time.)

Class Section Data
Find | View All | First 2 of 3 Last

Session:	1 Regular Academic Session	Class Nbr:	38043	Class Status:	Active
Class Section:	02	Class Type:	Enrollment Section	Instructor:	Stuart, Amy E
Component:	Lecture				
<input checked="" type="checkbox"/> Student Specific Permissions					

Defaults

Expiration Date: 02/15/2013

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

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		<input type="text"/>	<input type="text"/>	Not Used		02/15/2013	<input type="button" value="+"/>	<input type="button" value="-"/>

12. After selecting/deselecting the specific permissions, enter the student ID into the box at the bottom (or click on the magnifying glass to search by name)
13. You can also change the expiration date of the permission (click on icon next to date box).

Class Section Data Find | View All First 2 of 3 Last

Session: 1 Regular Academic Session Class Nbr: 38043 Class Status: Active
 Class Section: 02 Class Type: Enrollment Section
 Component: Lecture Instructor: Stuart, Amy E

Student Specific Permissions

▼ Defaults

Expiration Date: 03/06/2013

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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	Name	Status	Permission Use Date	Expiration Date
1		<input type="text"/>		Not Used		03/06/2013

Save Return to Search Notify

14. Note that there are three tabs in the **Class Permission Data** panel
 - a. In the **Permission** tab you can double check the permissions you want to grant.
 - b. In the **Comments** tab, you can enter a comment, e.g., to explain your decision to a co-advisor.

In contrast to SIMS, the permission giver is not identified automatically in CUNYfirst. Departments may want to consider an agreement among their advisors to use the **Comments** tab to enter the initials of the permission giver.

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		12345678	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

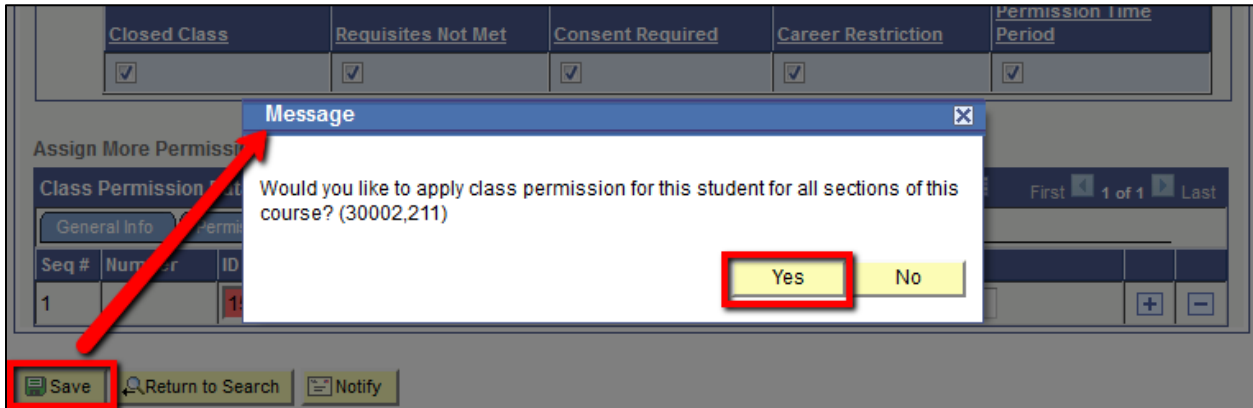
Class Permission Data Customize | Find | First 1 of 1 Last

General Info | Permission | **Comments**

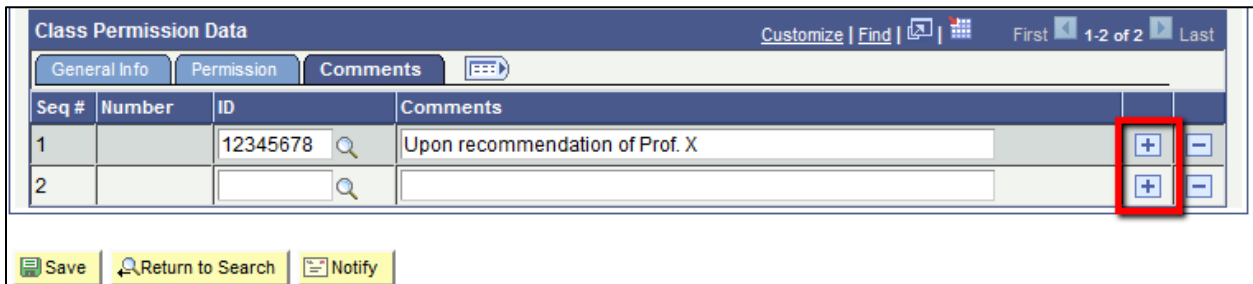
Seq #	Number	ID	Comments
1		12345678	Upon recommendation of Prof. X

15. When finished, click the **Save** button and watch the upper right corner of your screen where you should see (briefly) a "Saved" button as acknowledgment.
 - a. After clicking the **Save** button, you will see a pop up window and you can select to the unsaved permissions applied to all sections of this class. Click "Yes" or "No".

Note: After you press the save button on any section which is not the first section, the display reverts back to the first section for the class. To confirm the permission, you will need to navigate to the section which you were on.



16. If you want to enter additional students, click the **+** button to produce a new row:



17. Note that you can monitor if and when a student has used the permission to register (**Status** from the **General Info** tab). If a permission has not been used, you can delete it (by pressing the **-** button) or modify it. Be sure to click "Save" when finished.

