First, navigate to Faculty Center in CUNYfirst.....
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!
1. Click the Class Permissions icon"
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

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

If students have already been given permissions for the section, click the ‘+’ corresponding to student at the bottom to create a new permission line.
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.
Clicking on “Permission” tab will allow you to set permissions for individual students (regardless of how defaults are set)
### Sample permissions

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
<th>Image</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Over-tally</strong></td>
<td>Assign More Permissions: Generate</td>
<td><img src="image1.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Waiving pre/coreqs</strong></td>
<td>Assign More Permissions: Generate</td>
<td><img src="image2.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Over-tally AND Waiving pre/coreqs</strong></td>
<td>Assign More Permissions: Generate</td>
<td><img src="image3.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Granting Instructor Permission</strong></td>
<td>Assign More Permissions: Generate</td>
<td><img src="image4.png" alt="Image" /></td>
</tr>
<tr>
<td><strong>Undergrad taking grad course (or vice versa)</strong></td>
<td>Assign More Permissions: Generate</td>
<td><img src="image5.png" alt="Image" /></td>
</tr>
</tbody>
</table>
1. After setting Permissions, click on “Comments” tab

2. Enter reason for granting the Permission. **CCNY POLICY STATES THAT YOU MUST DO THIS.**
The "Updated By" tab will indicate who gave the permission.
When done, click ‘+’ to add another student, or click “Save” to.... Save! But, before saving, SEE NEXT SLIDE
Clicking on “Save” will bring up a dialog box that allows the permissions you entered to be set for all sections of the course. \textit{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.