

VisQuick Guide

Granting enrollment permissions from Faculty Center

(last update: August 3, 2017)

NOTE: You can only give permissions if you have the appropriate CUNYfirst role. Please contact your Departmental Point Person for more info

> 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"

\bigcap	Faculty C	enter	Adviso	r Center		1	Search		
	my schedule	class roster	grade	roster	coa ros	ster	my textboo	ks	
Fac	culty Cente	r							
My	Schedule								
201	7 Fall Term C	City College	chan	ge term	[<u>My Exam</u>	n Schedule]
Selec	ct display optior	a: O Show All (Classes	○ Show Enrol	led Class	ses Only			
	Icon Legend:	👬 Class Roster	퉳 Class P	Permissions	🖉 Gra	ade Roster	🛐 Posted G	rade Roster	
My	Teaching Sche	dule > 2017 Fall Ter	m > City Co	llege					
						View All	a 🔛	First 🚺 1-	-3 of 3 🕨 La
	Class	Class Title	Enrolled	Days & Times	1		Room	Class D	ates
20	<u>BIO B9901-Q3</u> (22333)	Thesis Research (Lectu	re) 0	ТВА			ТВА	Aug 25, Dec 20,	2017- 2017
50	BIO V9204-Q4 (22332)	Advanced Study (Lectu	re) 0	ТВА			ТВА	Aug 25, Dec 20,	2017- 2017
Sp	BIO 30200-Q5 (22323)	Honors (Lecture)	0	ТВА			ТВА	Aug 25, Dec 20,	2017- 2017

View Weekly Teaching Schedule

Jay Edelman

Go to top

My Exam Schedule > 2017 Fall Term > City College

You have no final exams scheduled at this time.

Go to top

Permission to Add	Permission to Drop			
Course ID:	043534	Course Offering Nbr:	1	
Term:	2017 Fall Term	Undergrad		These
Subject Area: Catalog Nbr:	BIO 10200	BIO - Biology		THC3C
Class Section Data	10200		Find View All First	settings
Session: 1	Regular Academic Session	n Class Nbr: 22259	Class Status: Active	56661185
Class Section: 2PS	i	Class Type: Enrollment S	ection	control tho
Component: Lect	ure	Instructor: Grigoryev, Ye	vgeniy Aleksandrovich	control the
Student Specific Pe	ermissions	Enrl Cap: 22 Tot	Enrl: 22	default
		Wait Cap: 8 Wa	it Tot: 2	
 Defaults 	08/30/2017			Permissions
Permission Valid F	For:			1 CITII3510115
Closed Class	Requisites	Not Met	Career Restriction	(settings here will
				control default settings
Assign More Permiss	ions: Generate			
Class Permission Da	ta	Persona	alize Find 🖾 🛗 🛛 First 🚺	TOr all new Permissions
General Info Perr	mission Comments Upo	dated By		— Permissions are
Seq # Number ID	Name	Status	Permission Use Date Expiration Date	described on next page
		Netlland		

Save Return to Search Notify

Permission to Add | Permission to Drop

The meaning of Permissions

	▼ Def	aults								
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Г	Per	mission Vali	d For:	Desivisites Net Met						
			<u>s</u>							
<u> </u>										
	Assign More Permissions: Generate									
	Class	Permission	Data		Personaliz	<u>ze Find </u>	🛗 🛛 First 🗖 1 d	of 1 🔟 Last		
	Gene	eral Info	Permission Comn	nents Updated By						
	Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date			
	1		Q		Not Used		31	+ -		

Permission Type	Description
Closed Class	Select to indicate that the student may enroll in the class even though it is
	closed due to capacity size (similar to SIMS overtally). Note that CUNYfirst
	does not have a secondary limit field as SIMS did.
Requisites Not	Select to indicate that the student may enroll in the class even though
Met	he/she does not have all of the required pre or co-requisites.
Consent Required	Select to override the consent restriction set when creating the course.
	(SIMS permissions)
Career Restriction	Select to allow the student to take a course that violates their degree
	requirements – such as allowing an undergraduate student to take a
	graduate course.

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.

Course ID: 0)43534 City College	Course Offering Nbr:	1			If students have
Term: 2	2017 Fall Term	Undergrad				already heen
Subject Area: E	BIO	BIO - Biology				uneuuy been
Catalog Nbr: 1	10200	Found Of Biology 2				aiven nermission
Class Section Data			<u>Find</u> <u>Vie</u>	w All First 🚺 1	l of 10 🚺 Last	given permission.
Session: 1	Regular Academic Session	Class Nbr: 22259	Class Statu	s: Active		for the section,
Class Section: 2PS		Class Type: Enrollment S	ection			alial the (1)
Component: Lectur	re	Instructor: Grigoryev, Ye	vgeniy Aleksano	Irovich		CIICK THE +
C Student Specific Dem	minology					corresponding to
Student Specific Peri	missions	Enrl Cap: 22 Tot	Enrl: 22			
		Wait Cap: 8 Wa	t Tot: 2			student at the
Defaults						
Expiration Date:	08/30/2017					bottom to create
Permission Valid For	r:					a novu normiccior
Closed Class	Requisites Not Me	t <u>Consent Required</u>		areer Restriction		a new permission
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Assign More Permissio	ns: Generate					iiiie.
Class Permission Data		Persona	lize Find 🗖	First 🚺 1	of 1 🔟 Last	
General Info Permis	ssion Comments Updated E	y 💷				
Seq # Number ID	Name	Status	Permission Use Date	Expiration Date		
1	Q	Not Used		51	•	
Save Return to Sea	arch Notify sion to Drop	Enter (CCNY	ID of	stud	ent, or Click

r Click "search glass" to search by name

✓ Defaults		
Expiration Date: 05/23/2018		
Permission Valid For:		
Closed Class Requisites	Not Met Consent Required	Career Restriction
Assign More Permissions		
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General Info Permission Comments Up	dated By	
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	1	
•		Note Expiration Date
Note the four tabs:		of Permission. which
1) General Info (view shown above	, Indicates	you can change
)Permissions 3)Comment	whether the	you can change.
A) Underted Dy	Permission	For "Closed Class"
4) Ориатей Ву	hachaan	Permissions (over-tally
	nas been	this should be set to th
	used	current day or next da

Defaults				
Expiration Dat	e: 05/23/2018	þ		
Permission Va	lid For:			
Closed Cla	155	Requisites Not Met	Consent Required	Career Restriction
Assign More Pern	nissions: G	enerate		
Class Permission	n Data		Personalia	ze Find 🖾 🛗 🛛 First 🚺 1 of 1 🔟 Last
General Info	Permission Comn	nents Updated By		
Seq # Number		Name	Status	Permission Use Date Expiration Date
1	Q		Not Used	•
Clickin	g on " Pern	nission" tab wi	II allow you	
to set	permissio	ns for individua	al students	
(re	gardless of	how defaults	are set)	

Over-tally

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Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction		
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Assign	More Permissio	ns: Generate						

Waiving pre/coreqs

Sample permissions

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Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction				
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Over-tally AND Waiving pre/coreqs

Assign	More Permission	ons: Oenerate		-		11 mar 1		
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1		12135126 Q				0	Ŧ	=

Granting Instructor Permission

Gener	al Info Permis	sion Comments Up	dated By)			
Sea #	Number	In	Closed Class	Regulates Not Net	Consent	Career	

Undergrad taking grad course (or vice versa)

1		12135126 Q			0		+	-
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction		
Gene	ral Info Permis	sion Comments Up	dated By					
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Assign	More Permission	Generate						

▼ Defaults		
Expiration Date: 05/23/2018		
Permission Valid For:		
Closed Class Requisites Not Met	Consent Required	Career Restriction
Assign More Permissions: Generate		
Class Permission Data	Personalize	Find 🖾 🛗 First 🚺 1 of 1 🚺 Last
General Info Permission Comments Updated By Image: Comments Seq ID Image: Comments Image: Comments 1 12135126 Took equivalent of Bio 10100 at the second	at Jedi Academy	
Return to Search Notify Permission to Add Permission & Drop 1. After setting Permissions, click on "Comments" tab	2. Enter reas Permission. C THAT YOU	on for granting the CONY POLICY STATES MUST DO THIS.

Closed Class	Requisites Not Met	Consent Required	Career Restriction
ssign More Permissions:	Generate		
Class Permission Data		Personalize F	ind 🖾 🛗 🛛 First 🚺 1 of 1 🚺
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Seq # Number	ID	Updated By	
1	12135126 🔍 🥂	Edelman,Jay	•
Save Return to Search	to Drop	The "Updated E indicate who	By" tab will gave the

Permission to Add	Permission to Drop			
Course ID: Academic Institution: Term:	043534 City College 2018 Spring Term	Course Offering Nbr: Undergrad	1	Use arrows
Subject Area:	BIO	BIO - Biology		
Catalog Nbr:	10200	Found Of Biology 2		here for
Class Section Data			Find View All First 🚺 1 of 10 🚺 Las	<u>t</u>
Session: 1	Regular Academic Session	Class Nbr: 24075	Class Status: Active	multiple
Class Section: 1GJ	l	Class Type: Enrollment Se	ction	· · ·
Component: Lect	ture	Instructor: Grigoryev, Yev Bobe, Daija Tia	geniy Aleksandrovich ane	section courses
✓ Student Specific Pe	ermissions	Enrl Cap: 21 Tot E	inrl: 0	
		Wait Cap: 0 Wait	: Tot : 0	
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Expiration Date:	05/23/2018			Also: see
Permission Valid F	For:			
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General Info Perm	nission Comments Updated B	y 💷		
Seq # Number	ID	Updated By		
	12135126	Edelman,Jay		
Save Return to S	earch Notify		7	

Permission to Add | Permission to Drop

When done, click '+' to add another student, or click "Save" to.... Save! But, before saving, SEE NEXT SLIDE

T Defau	ilts ation Date: 05/23/2	2018	_			_	
Permi	ssion Valid For:						
C	Closed Class	Req	uisites Not Met	Consent Require	<u>d</u>	Career Restriction	
			Message				
Assign More Permissions: General General Info Permission Comments Would you like to apply class permission for this student for all sections of this course? (30002,211)							
1	Number	12135126	Q	Edelman,Jay		Đ	
Save Sermission t	Return to Search	Notify Drop					

Clicking on "Save" will bring up a dialog box that allows the permissions you entered to be set for all sections of the course. *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 (Overtallies), you should ALWAYS click "No." For other Permissions, you can click "Yes," though depts. may inform you of exceptions