

VisQuick Guide

Granting enrollment permissions from Faculty Center

(last update: August 3, 2017)

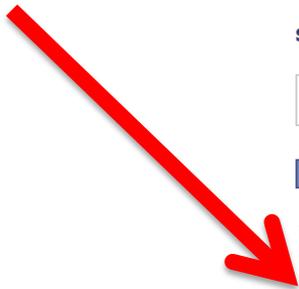
NOTE: You can only give permissions if you have the appropriate CUNYfirst role. Please contact your Departmental Point Person for more info

***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”



Jay Edelman

Faculty Center Advisor Center Search

my schedule class roster grade roster coa roster my textbooks

Faculty Center

My Schedule

2017 Fall Term | City College

[change term](#)

[My Exam Schedule](#)

Select display option: Show All Classes Show Enrolled Classes Only

Icon Legend: Class Roster Class Permissions Grade Roster Posted Grade Roster

My Teaching Schedule > 2017 Fall Term > City College

View All | | First 1-3 of 3 Last

| | Class | Class Title | Enrolled | Days & Times | Room | Class Dates |
|--|--------------------------------------|---------------------------|----------|--------------|------|-------------------------------|
| | BIO_B9901-Q3 (22333) | Thesis Research (Lecture) | 0 | TBA | TBA | Aug 25, 2017- Dec 20, 2017 |
| | BIO_V9204-Q4 (22332) | Advanced Study (Lecture) | 0 | TBA | TBA | Aug 25, 2017- Dec 20, 2017 |
| | BIO_30200-Q5 (22323) | Honors (Lecture) | 0 | TBA | TBA | Aug 25, 2017- Dec 20, 2017 |

[View Weekly Teaching Schedule](#)

[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
 Academic Institution: City College
 Term: 2017 Fall Term Undergrad
 Subject Area: BIO BIO - Biology
 Catalog Nbr: 10200 Found Of Biology 2

Class Section Data Find | View All First 1 of 10 Last

Session: 1 Regular Academic Session Class Nbr: 22259 Class Status: Active
 Class Section: 2PS Class Type: Enrollment Section
 Component: Lecture Instructor: Grigoryev, Yevgeniy Aleksandrovich

Student Specific Permissions Enrl Cap: 22 Tot Enrl: 22
 Wait Cap: 8 Wait Tot: 2

Defaults

Expiration Date: 08/30/2017

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions: Generate

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

General Info | Permission | Comments | Updated By

| Seq # | Number | ID | Name | Status | Permission Use Date | Expiration Date | | |
|-------|--------|----------------------|------|----------|---------------------|----------------------|--------------------------|--------------------------|
| 1 | | <input type="text"/> | | Not Used | | <input type="text"/> | <input type="checkbox"/> | <input type="checkbox"/> |

These settings control the default Permissions (settings here will control default settings for all new Permissions – *Permissions are described on next page*)

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

The meaning of Permissions

▼ Defaults

Expiration Date: 05/23/2018 

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:

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

General Info | Permission | Comments | Updated By 

| Seq # | Number | ID | Name | Status | Permission Use Date | Expiration Date | | |
|-------|--------|--------------------------------------------------------------------------------------------------------|------|----------|---------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1 | | <input type="text"/>  | | Not Used | | <input type="text"/>  |  |  |

| 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 Met | Select to indicate that the student may enroll in the class even though 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.

Permission to Add

Permission to Drop

Course ID: 043534 Course Offering Nbr: 1
 Academic Institution: City College
 Term: 2017 Fall Term Undergrad
 Subject Area: BIO BIO - Biology
 Catalog Nbr: 10200 Found Of Biology 2

Class Section Data

Find | View All First 1 of 10 Last

Session: 1 Regular Academic Session Class Nbr: 22259 Class Status: Active
 Class Section: 2PS Class Type: Enrollment Section
 Component: Lecture Instructor: Grigoryev, Yevgeniy Aleksandrovich

Student Specific Permissions Enrl Cap: 22 Tot Enrl: 22
 Wait Cap: 8 Wait Tot: 2

Defaults

Expiration Date: 08/30/2017

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions: Generate

Class Permission Data

Personalize | Find | First 1 of 1 Last

General Info | Permission | Comments | Updated By

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

Save | Return to Search | Notify

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

If students have already been given permissions for the section, click the '+' corresponding to student at the bottom to create a new permission line.

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

▼ Defaults

Expiration Date: 

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:

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

General Info | Permission | Comments | Updated By 

| Seq # | Number | ID | Name | Status | Permission Use Date | Expiration Date | | |
|-------|--------|--------------------------------------------------------------------------------------------------------|----------------------|----------|---------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1 | | <input type="text"/>  | <input type="text"/> | Not Used | | <input type="text"/>  |  |  |



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

▼ Defaults

Expiration Date: 05/23/2018 

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:

Class Permission Data

Personalize | Find |  First  1 of 1  Last

General Info **Permission** Comments Updated By 

| Seq # | Number | ID | Name | Status | Permission Use Date | Expiration Date | | |
|-------|--------|--------------------------------------------------------------------------------------------------------|------|----------|---------------------|----------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1 | | <input type="text"/>  | | Not Used | | <input type="text"/>  |  |  |

Clicking on “**Permission**” tab will allow you to set permissions for individual students (regardless of how defaults are set)

Over-tally

Assign More Permissions:

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

General Info | **Permission** | Comments | Updated By |

| Seq # | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | | |
|-------|--------|----------|-------------------------------------|--------------------------|--------------------------|--------------------------|--|--|
| 1 | | 12135126 | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

Waiving pre/coreqs

Assign More Permissions:

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

General Info | **Permission** | Comments | Updated By |

| Seq # | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | | |
|-------|--------|----------|--------------------------|-------------------------------------|--------------------------|--------------------------|--|--|
| 1 | | 12135126 | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

Over-tally AND Waiving pre/coreqs

Assign More Permissions:

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

General Info | **Permission** | Comments | Updated By |

| Seq # | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | | |
|-------|--------|----------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|--|--|
| 1 | | 12135126 | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | | |

Granting Instructor Permission

Assign More Permissions:

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

General Info | **Permission** | Comments | Updated By |

| Seq # | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | | |
|-------|--------|----------|--------------------------|--------------------------|-------------------------------------|--------------------------|--|--|
| 1 | | 12135126 | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | | |

Undergrad taking grad course (or vice versa)

Assign More Permissions:

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

General Info | **Permission** | Comments | Updated By |

| Seq # | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | | |
|-------|--------|----------|--------------------------|--------------------------|--------------------------|-------------------------------------|--|--|
| 1 | | 12135126 | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | | |

Sample permissions

Defaults

Expiration Date: 05/23/2018 

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:

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

General Info | Permission | **Comments** | Updated By 

| Seq # | Number | ID | Comments | | |
|-------|--------|----------|---------------------------------------------------------------------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1 | | 12135126 | <input type="text" value="Took equivalent of Bio 10100 at Jedi Academy"/> |  |  |

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

1. After setting Permissions, click on "Comments" tab

2. Enter reason for granting the Permission. **CCNY POLICY STATES THAT YOU MUST DO THIS.**

▼ Defaults

Expiration Date: 05/23/2018 

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions:

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

General Info | Permission | Comments | **Updated By** 

| Seq # | Number | ID | Updated By | | |
|-------|--------|--------------------------------------------------------------------------------------------|--------------|-------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
| 1 | | 12135126  | Edelman, Jay |  |  |

 Save  Return to Search  Notify

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

The "Updated By" tab will indicate who gave the permission.

Course ID: 043534 Course Offering Nbr: 1
Academic Institution: City College
Term: 2018 Spring Term Undergrad
Subject Area: BIO BIO - Biology
Catalog Nbr: 10200 Found Of Biology 2

Use arrows here for multiple section courses

Class Section Data Find | View All First 1 of 10 Last

Session: 1 Regular Academic Session Class Nbr: 24075 Class Status: Active
 Class Section: 1GJ Class Type: Enrollment Section
 Component: Lecture Instructor: Grigoryev, Yevgeniy Aleksandrovich
 Bobe, Daija Tiane

Student Specific Permissions Enrl Cap: 21 Tot Enrl: 0
 Wait Cap: 0 Wait Tot: 0

Defaults

Expiration Date: 05/23/2018

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction |
|--------------------------|--------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions: Generate

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

General Info | Permission | Comments | Updated By

| Seq # | Number | ID | Updated By | | |
|-------|--------|----------|--------------|----------------------------------|----------------------------------|
| 1 | | 12135126 | Edelman, Jay | <input type="button" value="+"/> | <input type="button" value="-"/> |

Also: see next slide

Save | Return to Search | Notify

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

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

Defaults

Expiration Date: 05/23/2018

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction |
|--------------------------|--------------------------|------------------|--------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | | |

Assign More Permissions: General

Class Permission Data

| Seq # | Number | ID | Updated by | | |
|-------|--------|----------|--------------|----------------------------------|----------------------------------|
| 1 | | 12135126 | Edelman, Jay | <input type="button" value="+"/> | <input type="button" value="-"/> |

Save Return to Search Notify

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

Message

Would you like to apply class permission for this student for all sections of this course? (30002,211)

Yes No

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 (Over-tallies), you should ALWAYS click “No.” For other Permissions, you can click “Yes,” though depts. may inform you of exceptions