CLASS PERMISSIONS

The process detailed below shows the steps for giving students permission to enroll in a departmentally controlled section of a class. The process also shows the steps for overriding requisites for all sections of a class.

QUICK TIP!
Adding a student to a permission roster does **not** enroll the student. The student still needs to enroll in the class. A permission does not automatically override requisite, closed class, time conflict or other restrictions on the class that the student may encounter.

NAVIGATION

Use the following navigation to navigate to the Class Permissions Page:

1. Click the **NavBar** icon
2. Click **Main Menu**
3. Click **Student Information System**
4. Click **Records and Enrollment**
5. Click **Term Processing**
6. Click **Class Permissions**
7. Click **Class Permissions**

PROCESS

Use the following steps to use the permission override:

1. Enter **Term**
2. Enter the **Subject Area**
3. Enter the **Catalog Nbr**
4. Select the **Academic Career**
5. Click the **Search** button
6. Select the **desired class**
7. In the Defaults section, Expiration date defaults to add deadline for career/term/session
   - In the Permission valid for section, Consent required will be the only permission checked. This is a default area for overrides granted by the permission
8. On the General Info tab, enter the UFID of the student you would like to grant permission to enroll
   - Name will populate automatically
   - Status and Permission Use Date will populate automatically when the student enrolls in the class.
   - Expiration date defaults to add deadline for career/term/session
9. Click on the Permission tab
   ![Permission tab screenshot]
10. Ensure Consent Required is checked
11. You can check the override for requisites as well however, it will only override the requisites for this one section
    See the Assigning Prerequisites to All Sections of a Class instruction guides for instructions on how to override all sections of a class for prerequisites
12. Click on the Comments tab
   ![Comments tab screenshot]
13. If desired, enter Comments as to why the permission is being granted
14. Click the Save button

QUICK TIP!
Inform the student that the permission has been granted and instruct the student to enroll in the class.
If the student does not enroll in the class by the expiration date, the system will prevent the student from enrolling.
FOR ADDITIONAL ASSISTANCE

Technical Issues
The UF Computing Help Desk
352-392-HELP
helpdesk.ufl.edu

Policies and Directives
Office of the University Registrar
352-392-1374
registrar.ufl.edu