COURSE PERMISSIONS (class level permission)

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 Course Permissions

PROCESS
Use the following steps to use the permission override:

1. Enter the 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. Input the UFID of the student and click set permissions

QUICK TIP!
Input multiple students by using the plus (+) icon and entering the UFID

8. You will receive a message stating that permissions have been loaded for the student:

9. You can remove permissions by entering the UFID in the Remove From All Sections box:
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