CLASS PERMISSIONS (section-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 individual 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 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 apply 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 course**
7. In the **Defaults** section, **Expiration date** defaults to the Drop/Add deadline for the career/term/session
   - In the **Permission Valid For** section, by default, no boxes will be checked.
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](image)

10. Check **Consent Required** if the section is departmentally controlled.
11. You can check the override for **Requisites Not Met** as well, however, it will only override the requisites for this one section. See the [Course Permissions (Course Level Permission)](link) guide for instructions on how to override all sections of a class for prerequisites

12. Click on the **Comments** tab

![Comments tab](image)

13. If desired, enter **Comments** as to why the permission is being granted
14. Click the **Save** button

![Save button](image)
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. The expiration date is automatically set to match the last day of Drop/Add for the section’s session.

FOR ADDITIONAL ASSISTANCE

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