

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:

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

[Find an Existing Value](#)

Search Criteria

Academic Institution: [=] UFLOR

Term: [=] 2171

Subject Area: [=] ANT

Catalog Nbr: [begins with] 3514C

Academic Career: [=] Undergraduate

Campus: [begins with] MAIN

Description: [begins with]

Course ID: [begins with]

Course Offering Nbr: [=]

Academic Organization: [begins with]

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Search Results

View All First 1 of 1 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UFLOR	2171	ANT	3514C	Undergrad	MAIN	Intro Biolog Anthro	010068	1

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

Defaults
 Expiration Date: 08/29/2023
 Permission Valid For

	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1	<input type="checkbox"/>	<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

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1			Alligator,Alrta Bethany	Not Used		08/29/2023

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 \(Course Level Permission\)](#) guide for instructions on how to override all sections of a class for prerequisites
12. Click on the **Comments** tab

Class Permission Data | Personalize | Find | First 1 of 1 Last
 General Info | **Permission** | **Comments**

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
1		SR003	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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

Class Permission Data | Personalize | Find | First 1 of 1 Last
 General Info | **Permission** | **Comments**

Seq #	Number	ID	Comments
1		SR003	Student needs class to graduate.

Save | Return to Search | Notify
 Permission to Add | Permission to Drop

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