

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 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:

Class Permissions

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

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 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 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

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

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