COURSE PERMISSIONS (course-level permission)

The process detailed below shows the steps for overriding requisites for all non-UFO sections of a class for a student.

**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 department control (consent required), 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 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. 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

QUICK TIP!
Inform the student that the permission has been granted and instruct the student to enroll in the class.

Note: Data entered in the course permissions page writes to the class permissions page. If the student does not enroll in the class by the expiration date, the system will prevent the student from enrolling. See the Class Permissions (Section Level Permission) guide for instructions on view the permission expiration date.