

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:

Course 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] [Search]

Term: [2195] [Search]

Subject Area: [MAC] [Search]

Catalog Nbr: [begins with] [2311]

Academic Career: [Undergrad]

Campus: [begins with] [MAIN] [Search]

Description: [begins with]

Course ID: [begins with] [Search]

Course Offering Nbr: [] [Search]

Academic Organization: [begins with]

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr	Academic Organization
UFLOR	2195	MAC	2311	Undergrad	MAIN	Analyt Geom and Calc 1	013790	1	16320000
UFLOR	2195	MAC	2311	Undergrad	MAIN	Analyt Geom and Calc 1	013790	2	52033000

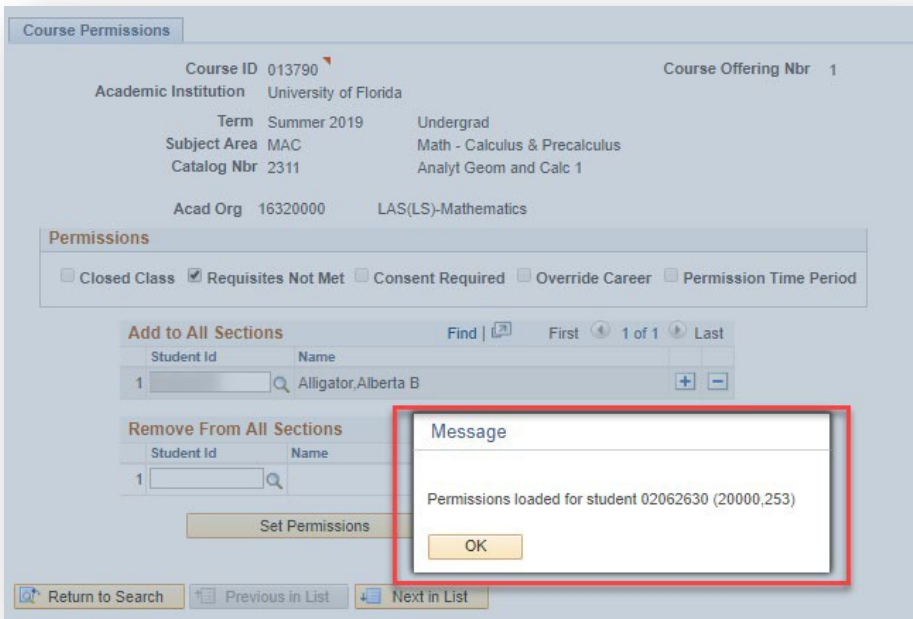
1. Enter the **Term**
2. Enter the **Subject Area**
3. Enter the **Catalog Nbr**
4. Select the **Academic Career**
5. Click the **Search** button
6. Select the **desired class**

7. Input the UFID of the student and click set permissions

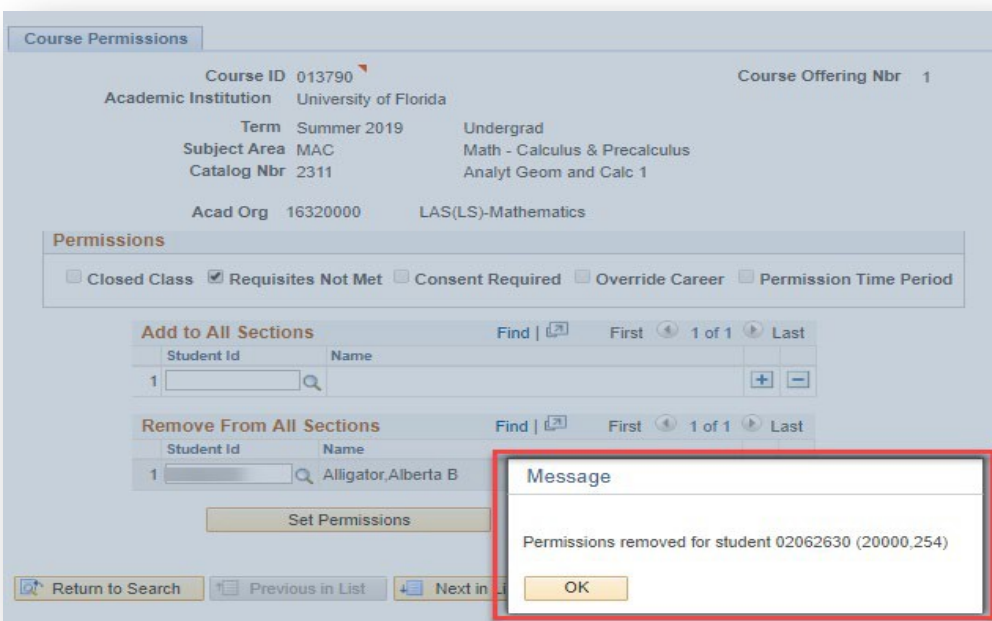
QUICK TIP!

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