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:

Course Permissio	ıs								
Enter any information vo	u have and click	r Search I eave fields blan	k for a list of all v	aluos					
_mor any mormation ye		Coolicit. Leave fields blath		aiu63.					
Find an Existing Val	ue								
Search Criteria									
Academic Institution:	= •	UFLOR	Q						
Term:	= •	2195	Q						
Subject Area:	= •	MAC	Q						
Catalog Nbr:	begins with V	2311							
Academic Career:	= •		•						
Campus:	begins with v	MAIN	Q						
Description:	begins with V								
Course ID:	begins with V		Q						
Course Offering Nbr:	= •		Q						
Academic Organization	begins with 🔻								
Case Sensitive									
Search Clear	Basic Search	n 📴 Save Search Criteri	а						
Search Results									
View All							First	1-2 of 2	Last
Academic Institution Terr	m Subject Area C	Catalog Nbr Academic Caree	r Campus Descri	ption	Course ID	Course Offeri	ing Nbr Ac	ademic Org	janization
UFLOR 219	5 MAC 2	2311 Undergrad	MAIN Analyt	Geom and Calc 1	013790	1	16	320000	
UFLOR 219	5 MAC 2	2311 Undergrad	MAIN Analyt	Geom and Calc 1	013790	2	52	033000	

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

UF

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:

Acaden	Course ID nic Institution	013790 University of Florid	da	Course Offering Nbr 1
	Term Subject Area Catalog Nbr	Summer 2019 MAC 2311	Undergrad Math - Calculus & Precalculus Analyt Geom and Calc 1	
	Acad Org	16320000 LA	AS(LS)-Mathematics	
ermissions				
Ad	d to All Section	ons	Find 🗖 First 🕚 1 of 1	🕑 Last
1	Student Id	Alligator,Alber	rta B	± -
1 Re 1	move From A Student Id	Alligator,Alber	Message Permissions loaded for student 020	+ - 062630 (20000,253)

9. You can remove permissions by entering the UFID in the Remove From All Sections box:

Aca	Course ID demic Institution	013790 University of Florida	Course Offering Nbr 1
	Term	Summer 2019	Undergrad
	Subject Area	MAC	Math - Calculus & Precalculus
	Catalog Nbr	2311	Analyt Geom and Calc 1
	Acad Org	16320000 LAS	S(LS)-Mathematics
ermissi	ons		
	Add to All Section	Name	Find First 3 1 of 1 Last
	1	Q	
	1 Remove From A	C Sections	Find 🖅 First 🚯 1 of 1 🕑 Last
	1 Remove From A Student Id	Q Il Sections Name	Find First I of 1 Last
	1 Remove From A Student Id	Q Il Sections Name Q Alligator,Alberta	Find First 1 of 1 Last B Message
	1 Remove From A Student Id	I Sections Name Q Alligator, Alberta Set Permissions	Find Trist (* 1 of 1) Last B Message Permissions removed for student 02062630 (20000,254)

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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 <u>Class Permissions (Section Level Permission)</u> guide for instructions on view the permission expiration date.

FOR ADDITIONAL ASSISTANCE

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