

COURSE PERMISSIONS (course-level permission)

The process detailed below shows the steps for overriding prerequisites 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 Permissions

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

Search Criteria

Academic Institution: [=] UFLOR

Term: [=] 2195

Subject Area: [=] MAC

Catalog Nbr: [begins with] 2311

Academic Career: [=]

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 1-2 of 2 Last

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

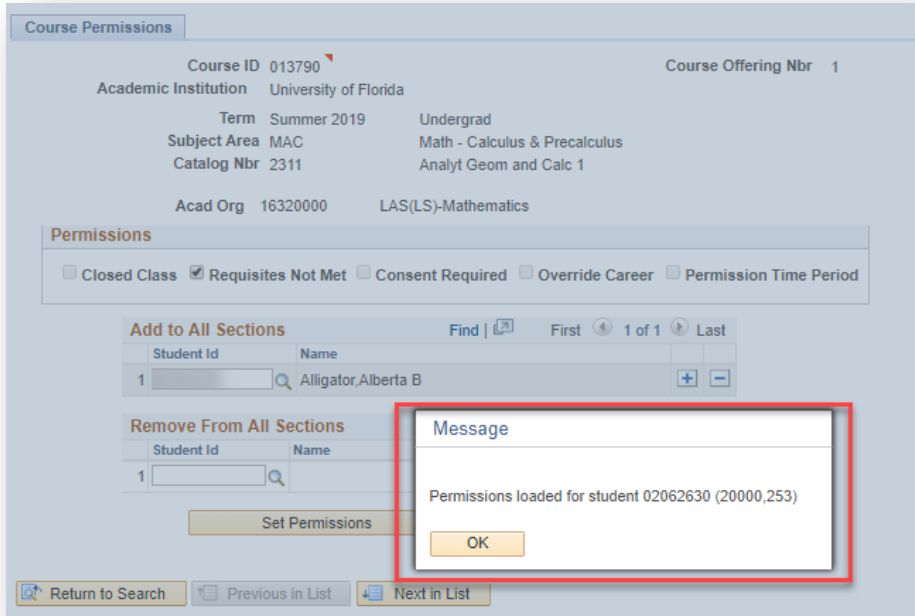
1. Enter the **Term**
2. Enter the **Subject Area**
3. Enter the **Catalog Nbr**
4. Select the **Academic Career**
5. Click the **Search** button
6. Select the **desired course**

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

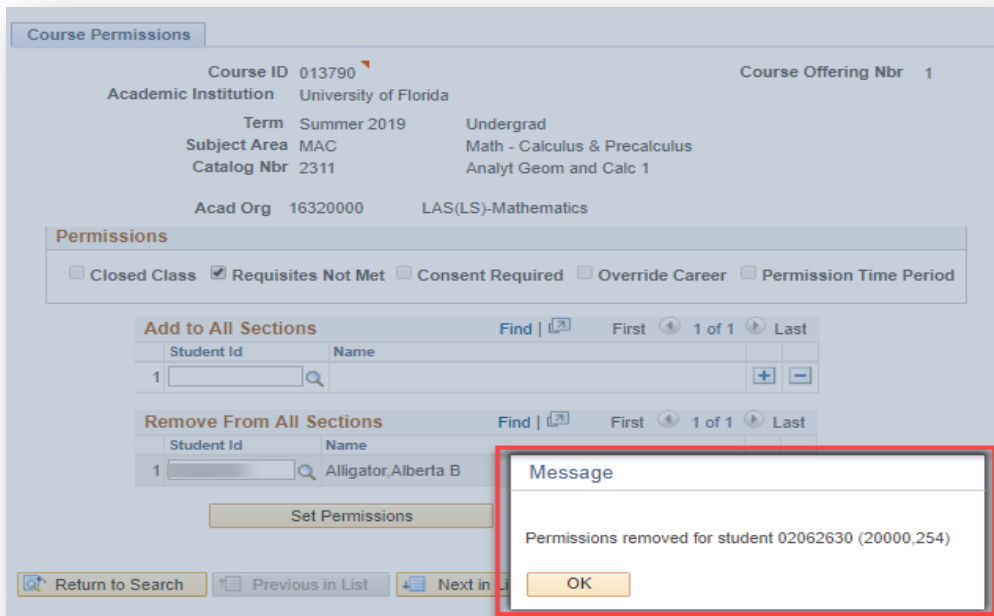
QUICK TIP!

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:



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.

FOR ADDITIONAL ASSISTANCE

Technical Issues

The UF Computing Help Desk

352-392-HELP

helpdesk.ufl.edu