



Office of the Registrar

University of Colorado Denver | Anschutz Medical Campus

Class permissions are numbers or authorizations that you can associate with a class and assign to students to use at enrollment.

General Permission numbers are distributed to students by instructors or departments but are not linked in CU-SIS to specific students until a student uses one of the general permission numbers to register for the class.

A general permission number can only be used once. If departments wish to track which students have been given the permission numbers, they must do this manually each time a permission number is handed out.

You cannot use **General Permission Numbers** and **Student Specific Permissions** for a class.

Navigation: Records and Enrollment>Term Processing>Class Permissions

Class Section Data Find | View All First 75 of 77 Last

Session: DMR Regular Semester (Den) Class Nbr: 26283 Class Status: Active
 Class Section: U01 Class Type: Enrollment Section
 Component: Lecture Instructor:

Student Specific Permissions 1.

▼ Defaults

Expiration Date: 05/14/2011 2.

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions: Generate 3. Set All Permissions to Issued

Class Permission Data Customize | Find First 1-4 of 4 Last

General Info | Permission | Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	586554			<input type="checkbox"/>			Not Used		02/02/2011
2	657756			<input type="checkbox"/>			Not Used		02/02/2011

1.	This box is grayed out. Also this is not checked when using General Permission.
2.	General Permission will only override the fields that are checked. Note: Use these check boxes to specify which conditions a class permission overrides. For example, if you select Requisites Not Met , and do not select Closed Class , the class permission will allow students to enroll in the class if they do not meet the prerequisites, but not if the class is full. For this example, leave all fields checked.
3.	Enter an amount of permission numbers to create.

4. Once the numbers are generated, they will appear here.

Class Section Data Find | View All First 76 of 77 Last

Session: DMR Regular Semester (Den) Class Nbr: 26285 Class Status: Active
 Class Section: U02 Class Type: Enrollment Section
 Component: Lecture Instructor:

Student Specific Permissions

Defaults

Expiration Date: 05/14/2011

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions: Generate Set All Permissions to Issued

Class Permission Data Customize | Find | First 1-4 of 4 Last

General Info Permission Comments

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	524544	123456789	Smith, John	<input type="checkbox"/>			Used	11/13/2010	02/02/2011
2	685448			<input type="checkbox"/>			Not Used		02/02/2011

Save Return to Search Previous in List Next in List Notify

- | | |
|----|---|
| 5. | The ID field is populated with the student's ID when the student successfully uses the add permission.
When the permission is used, the field is display only.
For this example, this field remains blank. |
| 6. | Click the Save button. |