

Student Specific Special Permission

You are only able to use one type of special permission per section. The default setting allows you to generate special permission numbers to give out to students. If you have already created these permission numbers and you want to change to student specific, your generated special permission numbers will be DELETED. **If you have already begun using one type of permission, you will not be able to switch to the other type.**

If you choose to use student specific special permission, you must contact the Registrar's Office to set the section to student specific.

1. Must contact Marge to set the course to student specific permission.
2. NAVIGATION:
Records and Enrollment
Term Processing
Class Permission
Class Permission -- navigate to the appropriate section.
3. If the Student Specific Permission Box is checked (it will be gray in color), you can proceed. If it is not checked, contact the Registrar's Office.
4. Enter default date (this is the expiration date – you can use the last day to add for the session).
5. Enter the ID of the student that is allowed to enroll. SAVE – don't forget to SAVE.
6. The Student's EMPLID will now be "attached" to the course. This will allow the student to enroll on their own.

Special permission numbers DO over ride the following:

1. class size (capacity)
2. Prerequisites
3. Co-requisites
4. Majors/Minor
5. Career (ugrd/grad level courses)....Keep in mind that undergrads

taking a graduate course must have a registration action card signed by the Graduate School Dean and Academic Department.

Special permission does NOT over ride:

1. Time conflicts
2. Maximum term load (21 for undergrads/15 for grads in fall/spring)

If you or your faculty are unsure whether the student has the prereqs, etc, you may want to use the written registration action cards.

CONNECT ND

Permission to Add | **Permission to Drop**

Course ID: 036760 Course Offering Nbr: 1
 Academic Institution: University of North Dakota
 Term: 2008 Spring Undergrad
 Subject Area: PHYS Physics
 Catalog Nbr: 415 Undergrad Research Experience

Class Section Data Find | View All First 1 of 2 Last

Session: 1 Regular Academic Session Class Nbr: 8194 Class Status: Active
 Class Section: 01 Class Type: Enrollment Section
 Component: Independent Study Instructor:

Student Specific Permissions

Defaults

Expiration Date: 03/28/2008

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

Class Permission Data Find | First 1 of 1 Last

General Info | **Permission** | Comments

Seq #	Number	ID	Status	Permission Use Date	Expiration Date
1		<input type="text"/>	Not Used		03/28/2008

Save Return to Search

Revised 6/30/08