Issuing Class Permission Numbers

The Class Permissions page is located in PAWS. **NOTE:** Student-Specific permissions are now the default setting in PAWS. To change back to permission numbers, follow these instructions.

**Navigation:** Home > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

1. Search for the class by entering the term code, subject area, and catalog number in the search boxes:

   **Class Permissions**

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

   ![Search Criteria](image)

   **Use Saved Search:**

   **Academic Institution:**
   
   **Term:**
   
   **Subject Area:**
   
   **Catalog Nbr:**
   
   **Academic Career:**
   
   **Campus:**

2. The search results will bring you to the Class Permissions page for the class. If the class has multiple sections, they will appear in separate rows on the Class Permissions page. Use the arrow keys to scroll to the correct section of the class:

   **Permission to Add**

   **Permission to Drop**

   **Course ID:** 005589
   **Academic Institution:** University of Wisconsin-Milwaukee
   **Term:** Fall 2014
   **Subject Area:** HIST
   **Catalog Nbr:** 888
   **Course Offering Nbr:**
   
   **If there are multiple class sections, scroll through the Class Permission page until you find the correct section by verifying the Class Section Data.**

   **Class Section Data**

   **Session:** 1
   **Class Section:** 001
   **Component:** Independent Study
   **Instructor:** Alinder, Jasmine A

   **Class Nbr:** 35597
   **Class Status:** Active
   **Class Type:** Enrollment Section

   **IMPORTANT:** Class Permissions only exist for the enrollment section of a multi-part class (typically the lecture), not the non-enrollment sections (typically the discussions and labs). A Class Permission assigned to an enrollment section of a multi-part class will automatically carry forward to apply to non-enrollment sections associated with the enrollment section.

3. Check the overrides you wish to apply to the class permissions in the "Defaults" box. **If these boxes are not checked, the permissions you generate will not be valid.**
4. The Class Permission Data grid appears at the bottom of the Class Permission page. The grid will have slightly different information depending on whether the section is set up to use student-specific permissions or permission numbers. To change the permissions for a section from permission numbers to student-specific permissions, or vice versa, contact the Registrar's Office via the web form located at contactro.uwm.edu.

Student-Specific Permissions:

<table>
<thead>
<tr>
<th>Seq #</th>
<th>Number</th>
<th>ID</th>
<th>Name</th>
<th>Status</th>
<th>Permission Use Date</th>
<th>Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>305739</td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/02/2014</td>
<td>09/02/2014</td>
</tr>
<tr>
<td>2</td>
<td>985206</td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/02/2014</td>
<td>09/02/2014</td>
</tr>
<tr>
<td>3</td>
<td>312840</td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/02/2014</td>
<td>09/02/2014</td>
</tr>
<tr>
<td>4</td>
<td>683390</td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/02/2014</td>
<td>09/02/2014</td>
</tr>
</tbody>
</table>

Permission Numbers:

<table>
<thead>
<tr>
<th>Seq #</th>
<th>Number</th>
<th>ID</th>
<th>Name</th>
<th>Issued</th>
<th>Issued By</th>
<th>Issued Date</th>
<th>Status</th>
<th>Permission Use Date</th>
<th>Expiration Date</th>
<th>Closed Class</th>
<th>Requisites Not Met</th>
<th>Consent Required</th>
<th>Career Restriction</th>
<th>Permission Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>305739</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/02/2014</td>
<td>09/02/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>985206</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/02/2014</td>
<td>09/02/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

(optional) Before continuing further, it is highly recommended that you customize the Class Permission Data grid if you haven't already. Step-by-step instructions can be found here.

5. At this point, you are ready to assign/issue the Class Permission numbers to students. Click the checkbox in the Issued column to indicate the permission number has been issued to a student. You will need to communicate to students the five or six digit permission number that appears in the Number column, and the students will need to enter than number into a permission field as part of the enrollment process prior to adding the class to the enrollment shopping cart.

6. Once a student has been assigned to or issued a permission, you should set the expiration date of the permission to the last date you intend for the student to utilize the permission:

<table>
<thead>
<tr>
<th>Seq #</th>
<th>Number</th>
<th>ID</th>
<th>Name</th>
<th>Issued</th>
<th>Issued By</th>
<th>Issued Date</th>
<th>Status</th>
<th>Permission Use Date</th>
<th>Expiration Date</th>
<th>Closed Class</th>
<th>Requisites Not Met</th>
<th>Consent Required</th>
<th>Career Restriction</th>
<th>Permission Time Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>305739</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/02/2014</td>
<td>09/12/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>985206</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Not Used</td>
<td>09/02/2014</td>
<td>09/02/2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

7. Once you have established the desired date for the permission, you should alter the overrides to ensure that permission is only being granted for what is intended. Uncheck the boxes for the overrides that you do not want to grant:
**IMPORTANT:** The Permission Time Period override ALWAYS should be unchecked (except by select off-campus programs). If the Permission Time Period override is activated (turned on), a student can use the permission up until the end of the term or the expiration date, whichever comes first, WITHOUT needing to follow applicable late add appeal procedures.

8. As students enroll in classes with the Class Permissions, the status will change from "Not Used" to "Used." If students subsequently drop the section, the status will change from "Used" to "Used then Dropped." The Permission Use Date will reflect the date of the last enrollment action related to the permission, either add or drop.

**IMPORTANT:** Students who use and then drop a permission will need to be issued a new permission in order to enroll again.