Granting Student-Specific Permissions

Student-Specific Permissions are the preferred form of Class Permissions due to the lack of additional steps required for the student during enrollment and the security linking overrides to a particular student.

**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)

   - **Academic Institution:**
   - **Term:** 2149
   - **Subject Area:** HIST
   - **Catalog Nbr:** 888
   - **Academic Career:** Graduate
   - **Campus:** MAIN

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:

   ![Class Section Data](image)

   **Course ID:** 005689
   **Academic Institution:** University Wisconsin-Milwaukee
   **Term:** Fall 2014
   **Subject Area:** HIST
   **Catalog Nbr:** 888
   **Course Offering Nbr:** 1
   **Session:** Regular Academic Session
   **Class Nbr:** 35597
   **Class Status:** Active
   **Class Type:** Enrollment Section
   **Component:** Independent Study
   **Instructor:** Alden, Jasmine A

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.

**Student-Specific Permissions:**

- **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 grant permission using Student-Specific Permissions. Enter the student’s Empl ID number (the 7 digit number, beginning with 0 or 1) into the ID field. If you do not have the Empl ID, use the magnifying glass and search by Campus ID (starts with 990 or 991) or name.

6. Once a student has been assigned a permission, you should set the expiration date of the permission to the last date you intend for the student to be able to utilize the permission. Be sure to uncheck the “Permission Time Period” box so your expiration date is not overridden:

**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 date of the term or the expiration date, whichever comes first, WITHOUT needing to follow applicable late add appeal procedures.

7. To add additional students to the permission list, click the plus sign button at the far right:

**IMPORTANT:** A student-specific permission does not require any additional steps on the part of the student during the enrollment process. As soon as they are added to the permission list, they will be allowed to register for the course section.

**IMPORTANT:** Students who register then drop the course will need to be re-added to the permission list to be able to re-enroll.