Issuing Student-Specific Permissions in PAWS (for instructors)

Once the Class Permissions access has been activated by the department schedule builder for your class, you may begin to grant class permissions for students. The default setting is for Student-Specific permissions, which is more user-friendly for both the student and the individual granting permission. Further, the student-specific permissions provide an easy-to-follow audit trail in PAWS.

NOTE: You will not be able to access the Class Permissions page in PAWS until at least one student has registered for your course.

1. From your class roster (PAWS Navigation: Main Menu > Self Service > Faculty Center > Class Roster), click on the “Access Class Permission” link at the top of the page:

2. Choose the permission override(s) you wish to grant the students (the most commonly used are Closed Class, Requisites Not Met and Consent Required). Use the checkboxes at the top of the screen to apply to all permissions generated (you'll see that the checkboxes on the roster will appear after you check the box at the top), and use the ones in the 'Permissions' tab for individual students:
3. In the 'ID' box, enter the student's EmplId (seven digit number). If you do not have this information readily available, you can hit the magnifying glass icon to search for it. To enter multiple students, hit the '+'

at the end of each row. **Note:** you can only add an additional row once you've entered student information in the previous row. Once you have added all the students to the list you wish to, click "Save."
Instructions for issuing Permission Numbers

Questions? Contact your department schedule builder