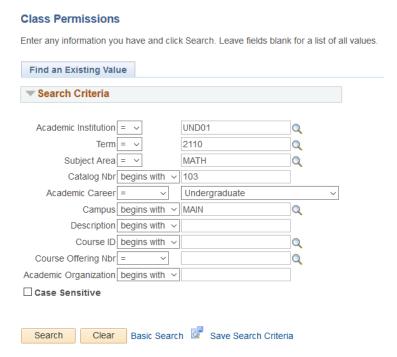# Student Specific Permissions (ENTERING STUDENT ID NUMBERS INTO SYSTEM)

Use the Navigator to get to this page the first time, then bookmark the page.
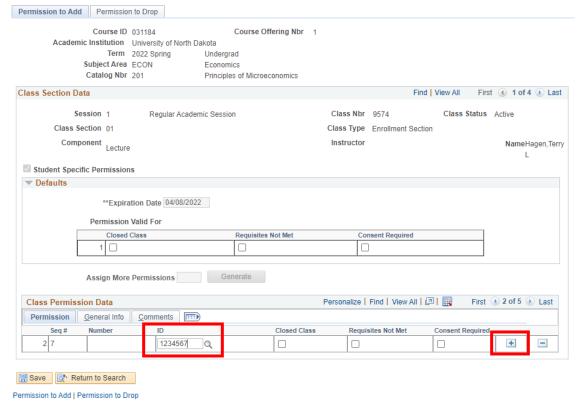
Navigator -> Records and Enrollment -> Term Processing -> Class Permissions -> Class Permissions

1. Enter the first four fields (academic institution, term, subject area and catalog number).

Class Permissions

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

Find an Existing Value

▼ **Search Criteria**

Academic Institution	= ∨	UND01
Term	= ∨	2110
Subject Area	= ∨	MATH
Catalog Nbr	begins with ∨	103
Academic Career	= ∨	Undergraduate ∨
Campus	begins with ∨	MAIN
Description	begins with ∨	
Course ID	begins with ∨	
Course Offering Nbr	= ∨	
Academic Organization	begins with ∨	

☐ **Case Sensitive**

[Search] [Clear] Basic Search Save Search Criteria

2. Stay on the Permission to Add tab. Under Class Section Data use the arrow keys to navigate to the **_correct section_**. Under the Class Permissions Data enter the Empl ID for the student and check "**requisites not met**" or the applicable override reason.
   If an override has already been created for a previous student, click the "+" sign to add another blank row. To see all overrides generated, if needed, you may click "View All" under Class Permission Data.

Permission to Add | Permission to Drop

Course ID	031184	Course Offering Nbr	1
Academic Institution	University of North Dakota		
Term	2022 Spring	Undergrad	
Subject Area	ECON	Economics	
Catalog Nbr	201	Principles of Microeconomics	

Class Section Data — Find | View All   First ◄ 1 of 4 ► Last

Session	1	Regular Academic Session	Class Nbr 9574	Class Status Active
Class Section	01		Class Type Enrollment Section	
Component	Lecture		Instructor	Name Hagen, Terry L

☑ **Student Specific Permissions**

▼ **Defaults**

**Expiration Date 04/08/2022

Permission Valid For

	Closed Class	Requisites Not Met	Consent Required
1	☐	☐	☐

Assign More Permissions [ ] [Generate]

Class Permission Data — Personalize | Find | View All | 🖼 | 📊   First ◄ 2 of 5 ► Last

Permission | General Info | Comments

Seq #	Number	ID		Closed Class	Requisites Not Met	Consent Required		
2	7		1234567 🔍	☐	☐	☐	[+]	[−]

[💾 Save] [↻ Return to Search]

Permission to Add | Permission to Drop

3. Then, click on the **Comments** tab. Under Comments, enter the reason for the override. Then, click "**Save**."

Permission to Add	Permission to Drop

Course ID 032125   Course Offering Nbr   1
Academic Institution   University of North Dakota
Term   2020 Fall   Undergrad
Subject Area   MATH   Mathematics
Catalog Nbr   103   College Algebra

Class Section Data   Find | View All   First ◀ 1 of 15 ▶ Last

Session   1   Regular Academic Session   Class Nbr   8216   Class Status   Active
Class Section   01   Class Type   Enrollment Section
Component   Lecture   Instructor   Byron,Gwennie Anne
    Prescott,Timothy Monroe
    liams,Michele Ann

☑ Student Specific Permissions

▼ Defaults

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction
☐	☐	☐	☐

Assign More Permissions [ ]   Generate

Class Permission Data   Personalize | Find | 🗗 | 📊   First ◀ 1 of 1 ▶ Last

Permission	General Info	**Comments**	⊞

Seq #	Number	ID	Comments		
1		0398180 🔍	sac - pending AP score	➕	➖

🖫 Save   🔍 Return to Search

Permission to Add | Permission to Drop