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CALIFORNIA STATE UNIVERSITY, LOS ANGELES

Issuing Class Permissions (Permits)

Contents

Types of Overrides

Permits may be issued to override various requirements that would otherwise prevent a student from enrolling in a section.

Requirements that most commonly warrant an override are:

- Requisites (i.e. prerequisites and co-requisites)
- Add consent (i.e. department or instructor consent)

The boxes that override these requirements listed above default as checked for your convenience. They may be unchecked if you do not wish to override them.

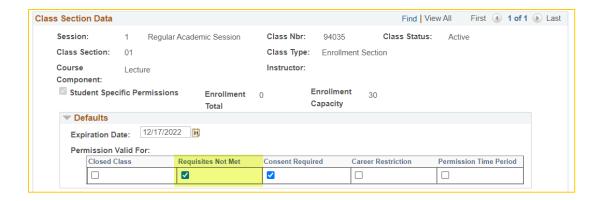Requirements that less commonly warrant an override are:

- Closed class (i.e. the enrollment limit has been reached)
- Career (i.e. undergraduate students enrolling in a graduate section)
- Time conflicts (i.e. sections that meet at the same or overlapping days and times)

The boxes that override these requirements listed above default as unchecked. Checking these boxes certifies that you are in compliance with related policies. See Overriding Closed Class Status, Career Restrictions, and Time Conflicts.

Overriding Requisites

Students who receive a permit with the *Requisites Note Met* box checked will be able to enroll in the section or be added to the waitlist without meeting its requisites, as long as the *Enrollment Status* on the section is Open and they meet all other requirements.
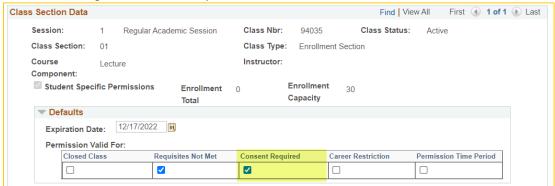
The *Requisites Not Met* box defaults as checked. By leaving the box checked you are certifying that the student has met the nature of the requisites by another means or is otherwise exempt from meeting them based on your evaluation.

Overriding Add Consent

Students who receive a permit with the *Consent Required* box checked will be able to enroll in the section or be added to the waitlist as long as the *Enrollment Status* on the section is Open and they meet all other requirements.
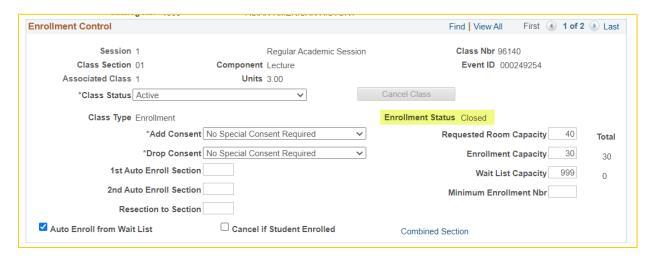
The *Consent Required* box defaults as checked. By leaving the box checked you are certifying that the department or instructor has granted the student permission to add the section.

CAUTION: The restrictions outlined below should <u>rarely</u> be overridden
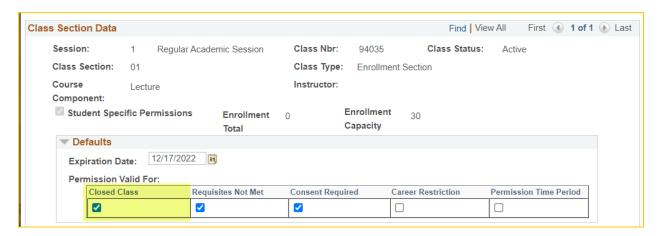
Overriding Closed Class Status

Once a section has reached its enrollment limit and there are no open seats available the *Enrollment Status* will flip from Open to Closed.

There may be rare circumstances during which is it appropriate to override a Closed status.

Students who receive a permit with the *Closed Class* box checked will be able to enroll in the section as long as they meet all other requirements. It will also allow the student to **enroll before students on the waitlist are able to** and may result in an **enrollment total that exceeds the capacity of the assigned room**.

The *Closed Class* box defaults as unchecked. By checking the *Closed Class* box you are certifying that you are not violating Waiting List policy nor exceeding the capacity of the assigned room and thus violating Classrooms policy. Refer to Faculty Handbook Chapter V: Instructional Policies for compliance expectations.

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

Session:	1	Regular Academic Session	**Class Nbr:**	94035	**Class Status:**	Active
Class Section:	01		**Class Type:**	Enrollment Section		
Course Component:	Lecture		**Instructor:**			

☑ Student Specific Permissions   **Enrollment Total** 0   **Enrollment Capacity** 30

▼ **Defaults**

Expiration Date: 12/17/2022 📅

Permission Valid For:

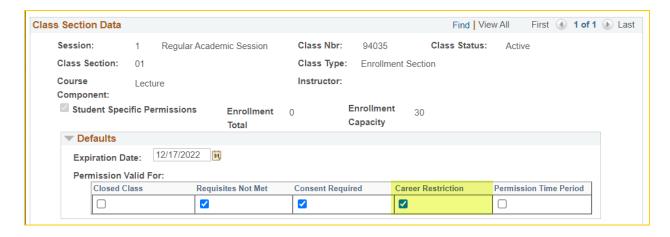| Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
☑	☑	☑	☐	☐

Overriding Career Restrictions

Students are generally restricted to enrolling in sections that correspond to their Academic Career (i.e. undergraduate, graduate).

There may be rare circumstances during which it is appropriate to override an Academic Career restriction, i.e. allow an undergraduate student to enroll in a graduate section.

Students who receive a permit with the *Career Restriction* box checked will be able to enroll in the section as long as the *Enrollment Status* on the section is Open and they meet all other requirements.

The *Career Restriction* box defaults as unchecked. By checking the *Career Restriction* box you are certifying that the students meets the qualifications outlined in Graduate Course Credit for Undergraduate Students policy. Refer to Faculty Handbook Chapter IV: Curricular Policies for compliance expectations.
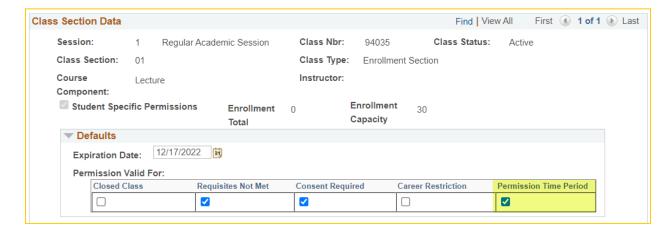
Overriding Time Conflicts

Students are prevented from enrolling in sections that meet at the same or overlapping days and times.

There may be rare circumstances during which it is appropriate to override a time conflict.

Students who receive a permit with the *Permission Time Period* box checked will be able to enroll in the section as long as the *Enrollment Status* is Open and they meet all other requirements.

The *Permission Time Period* box defaults as unchecked. By checking the *Permission Time Period* box you are certifying that the student has permission to enroll in the section despite being enrolled in another section that meets at the same or overlapping days and times and therefore prevents them from being able to attend the entirety of the class meeting.
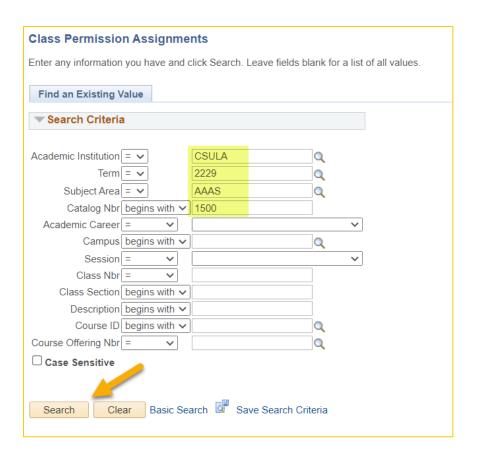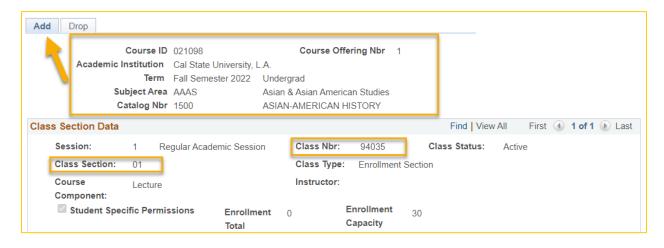

How to Issue Permits

Permits may be issued to override various requirements that would otherwise prevent a student from enrolling in a section. They are issued to individual students using the **Class Permissions** page in GET.

Within GET go to Main Menu > CSULA Baseline > CSULA Student Records > Class Permission Assignments.
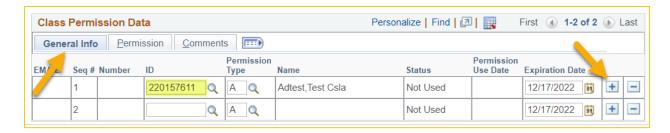
Enter the details of the course or section you wish to issue a permit for on the **Search Criteria** page. Click *Search*.
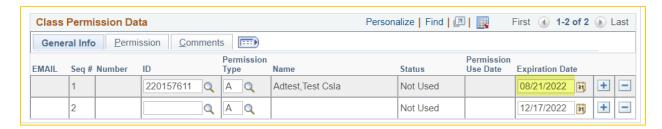
Click on the **Add** tab. Review the course and section information located at the top of the page and in the *Class Section Data* area to make sure you're viewing the intended section.

In the *Class Permissions Data* area of the page, click on the *General Info* tab. Enter the CIN of the student you wish to issue a permit for in the *ID* field. The student's name will appear in the *Name* field. If there is no empty row, click the + sign icon to add a new row and then enter the CIN in the *ID* field.
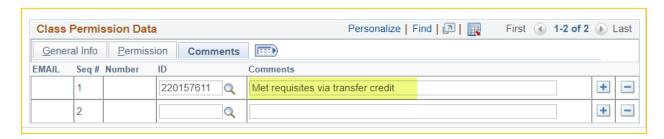
A default end date will auto populate the *Expiration Date* field. If the permit should expire sooner than the default date, enter the date in the *Expiration Date* field.
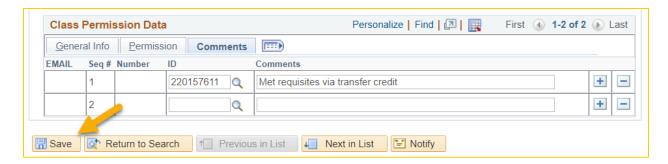

Click on the *Permission* tab. Check or uncheck the boxes depending on which requirements you wish to override. Refer to Types of Overrides for information regarding what each box overrides.

Click on the *Comments* tab. If preferred, you may enter information about why the permit is being issue to the student. For example, if the student is being issued a permit that overrides requisites because the student met the nature of the requisites via transfer credit, you may wish to enter something like *"Met requisites via transfer credit"*.

Click *Save.*

Helpful Tips

- Permits can only be issued for sections that have the *Student Specific Permissions* box checked. If you are unable to issue permits, check with your department or college scheduler to ensure that the *Student Specific Permissions* box on the section is checked.
- Once a student uses the permit, the date they used it (i.e. enrolled in the section) will appear in the *Permission Use Date* field on the **Class Permission Assignments** page in the *Class Permission Data* area.

- If a student is issued a permit for a section that has a *Class Type* of Non-Enrollment Section, the student will only be able to enroll in the section of they are also enrolling in the associated section that has a *Class Type* of Enrollment Section. This may or may not require a permit for that section as well.