



Class Permissions (Permits) Guide

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

The requirements that most commonly warrant an override are requisites (i.e. prerequisites and co-requisites) and department or instructor add consent. The **Requisites Not Met** and the **Consent Required** override boxes are checked by default for your convenience for this reason.

Overriding closed class status, career restrictions, and time conflicts are less common and should only be done in rare cases of exception. The **Closed Class**, **Career Restriction**, and **Permission Time Period** override boxes are unchecked by default for this reason. Checking these boxes certifies that you are in compliance with related policies. See [Overriding Closed Class Status](#), [Career Restrictions](#), and [Time Conflicts](#) for additional detail.

Permits issued prior to October 25th, 2019, will have all override boxes checked. If a permit was issued but has not been used yet, you may make changes to it via the Class Permissions page in GET.

Using Permission Overrides

Overriding Requisites

By leaving the **Requisites Not Met** box checked, you are certifying that the student has met the nature of the requisites by another means or is otherwise exempt from completing them based on your evaluation.

Students who receive a permit with the **Requisites Not Met** box checked will be able to enroll in the class or be added to the waitlist without meeting its requisites, based on space available at time of registering and provided they meet all other requirements.

| Class Section Data | | Find View All | | First | 1 of 1 | Last |
|--|--|---|---|---|--------|------|
| Session: | 1 Regular Academic Session | Class Nbr: | 33668 | Class Status: | Active | |
| Class Section: | 01 | Class Type: | Enrollment Section | | | |
| Course | Lecture | Instructor: | | | | |
| Component: | | | | | | |
| <input checked="" type="checkbox"/> Student Specific Permissions | Enrollment Total | 0 | Enrollment Capacity | 40 | | |
| Defaults | | | | | | |
| Expiration Date: | 05/16/2020 | | | | | |
| Permission Valid For: | | | | | | |
| <input type="checkbox"/> Closed Class | <input checked="" type="checkbox"/> Requisites Not Met | <input type="checkbox"/> Consent Required | <input type="checkbox"/> Career Restriction | <input type="checkbox"/> Permission Time Period | | |

Overriding Add Consent

By leaving the **Consent Required** box checked, you are certifying that the department or instructor has granted the student permission to add the class.

Students who receive a permit with the **Consent Required** box checked will be able to enroll in the class or be added to the waitlist without meeting its requisites, based on space available at time of registering and provided they meet all other requirements.

Class Section Data Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 33668 Class Status: Active
 Class Section: 01 Class Type: Enrollment Section
 Course: Lecture Instructor:
 Component:
 Student Specific Permissions Enrollment Total: 0 Enrollment Capacity: 40

Defaults

Expiration Date: 05/16/2020

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction | Permission Time Period |
|--------------------------|--------------------------|-------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

****CAUTION: THE RESTRICTIONS LISTED BELOW SHOULD RARELY BE OVERRIDDEN****

Overriding Closed Class Status

Once there are no more available seats in a class, it has reached its enrollment limit and the class status will flip from open to closed. There may be rare circumstances during which it may be appropriate to override a closed class status.

BE AWARE! A **Closed Class** permit will allow the student to enroll before students on the waitlist and may result in an enrollment total greater than the room capacity. By checking the **Closed Class** box, you are certifying that you are not violating the [Waiting List](#) policy, nor exceeding the maximum capacity of the assigned room and thus violating [Classrooms](#) policy. Refer to [Faculty Handbook Chapter V: Instructional Policies](#) for compliance expectations.

Students who receive a permit with the **Closed Class** box checked will be able to enroll in a closed class provided they meet all other requirements.

Class Section Data Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session Class Nbr: 33668 Class Status: Active
 Class Section: 01 Class Type: Enrollment Section
 Course: Lecture Instructor:
 Component:
 Student Specific Permissions Enrollment Total: 0 Enrollment Capacity: 40

Defaults

Expiration Date: 05/16/2020

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction | Permission Time Period |
|-------------------------------------|--------------------------|--------------------------|--------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Overriding Career Restrictions

There may be rare circumstances during which it may be appropriate to override a career restriction, i.e. allow an undergraduate student to enroll in a graduate level course.

By checking the **Career Restriction** box, you are certifying that the student meets the qualifications outlined in [Graduate Course Credit for Undergraduate Students](#) policy. Refer to [Faculty Handbook Chapter IV: Curricular Policies](#) for compliance expectations.

Students who receive a permit with the **Career Restriction** box checked will be able to enroll in the class based on space available at time of registering and provided they meet all other requirements.

Class Section Data Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session **Class Nbr:** 33668 **Class Status:** Active
Class Section: 01 **Class Type:** Enrollment Section
Course: Lecture **Instructor:**
Component:
 Student Specific Permissions **Enrollment Total** 0 **Enrollment Capacity** 40

Defaults

Expiration Date: 05/16/2020

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction | Permission Time Period |
|--------------------------|--------------------------|--------------------------|-------------------------------------|--------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

Overriding Time Conflicts

There may be rare circumstances during which it may be appropriate to override a student time conflict. By checking the **Permission Time Period** box, you are certifying that the student has permission to enroll in the class despite being enrolled in another class that prevents them from attending the entirety of the class meeting.

Students who receive a permit with the **Permission Time Period** box checked will be able to enroll in the class based on space available at time of registering and provided they meet all other requirements.

Class Section Data Find | View All First 1 of 1 Last

Session: 1 Regular Academic Session **Class Nbr:** 33668 **Class Status:** Active
Class Section: 01 **Class Type:** Enrollment Section
Course: Lecture **Instructor:**
Component:
 Student Specific Permissions **Enrollment Total** 0 **Enrollment Capacity** 40

Defaults

Expiration Date: 05/16/2020

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction | Permission Time Period |
|--------------------------|--------------------------|--------------------------|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

How to Issue Permits

Class permissions (i.e. permits) are issued to individual students using the Class Permissions page in GET.

Navigation: Main Menu > CSULA Baseline > CSULA Student Records > Class Permission Assignments

Enter details of the course section you wish to issue a permit for on the Search Criteria page. Click Search.

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 =

Term =

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Description begins with

Course ID begins with

Course Offering Nbr =

Academic Organization begins with

Case Sensitive

[Search](#) [Clear](#) [Basic Search](#) [Save Search Criteria](#)

Click on the Add tab. Use the navigation buttons to locate the section you wish to issue the permit for. Pay attention to the course section details, such as the subject area and catalog number, section number, and class number.

[Add](#) [Drop](#)

Course ID 021356 **Course Offering Nbr** 1

Academic Institution Cal State University, L.A.

Term Fall Semester 2019 **Undergrad**

Subject Area AAAS Asian & Asian American Studies

Catalog Nbr 1001 IHE IN THE PACIFIC CENTURY

Class Section Data [Find](#) | [View All](#) **First** **1 of 1** **Last**

Session: 1 Regular Academic Session **Class Nbr:** 96153 **Class Status:** Active

Class Section: 01 **Class Type:** Enrollment Section

Course Lecture **Instructor:**

Component:

Student Specific Permissions

| | | | |
|-------------------------|----|----------------------------|----|
| Enrollment Total | 26 | Enrollment Capacity | 25 |
|-------------------------|----|----------------------------|----|

In the Class Permissions Data area of the page, click on the General Info tab. Click on the + sign icon to add a permission row. Enter the CIN of the student you wish to issue the permit for in the ID field.

Defaults

Expiration Date: 12/16/2019

Permission Valid For:

| Closed Class | Requisites Not Met | Consent Required | Career Restriction | Permission Time Period |
|--------------------------|-------------------------------------|-------------------------------------|--------------------------|--------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

Assign More Permissions: Generate Sort By Name

Email to All Students | Email to Selected Students

Class Permission Data Personalize | Find | [Grid Icon] | [Print Icon] | First 1-2 of 2 Last

General Info | **Permission** | Comments

| EMAIL | Seq # | Number | ID | Permission Type | Name | Status | Permission Use Date | Expiration Date | | |
|--------------------------|-------|--------|----|-----------------|------|----------|---------------------|-----------------|-----|--|
| <input type="checkbox"/> | 1 | | | A | | Used | 08/26/2019 | 12/16/2019 | + - | |
| | 2 | | | A | | Not Used | | 12/16/2019 | + - | |

Save | Return to Search | Notify

Click on the Permission tab. Check or uncheck the boxes depending on which items you wish to make exceptions for by allowing the student to override them. Refer to [Using Permission Overrides](#) for additional information.

Email to All Students | Email to Selected Students

Class Permission Data Personalize | Find | [Grid Icon] | [Print Icon] | First 1-2 of 2 Last

General Info | **Permission** | Comments

| EMAIL | Seq # | Number | ID | Closed Class | Requisites Not Met | Consent Required | Career Restriction | Permission Time Period | | |
|--------------------------|-------|--------|----|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-----|--|
| <input type="checkbox"/> | 1 | | | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | + - | |
| | 2 | | | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | + - | |

Click on the Comments tab and enter information regarding why the permission was given to the student. For example, *Instructor granted student permission to enroll, or Student met pre-reqs via transfer but transfer credit not posted yet.*

Click Save.

Assign More Permissions: Generate Sort By Name

Email to All Students | Email to Selected Students

Class Permission Data Personalize | Find | [Grid Icon] | [Print Icon] | First 1-2 of 2 Last

General Info | Permission | **Comments**

| EMAIL | Seq # | Number | ID | Comments | | |
|--------------------------|-------|--------|----|----------|-----|--|
| <input type="checkbox"/> | 1 | | | | + - | |
| | 2 | | | | + - | |

Save | Return to Search | Notify