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.

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.
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.

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

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.

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.

*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.

*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.

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.
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.

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.

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.