

# Give Permission to Register

Class Permissions is another method that some departments use to control WHO is able to enroll in their classes.

- Some courses require the “**consent**” of the department or the instructor. The student must go to the department and the department must issue “permission” for them to register.

How do you know if department or instructor consent is required? Go to **Curriculum Management > Maintain Schedule of Classes**. Click the **Enrollment Cntrl** tab and see what it says in the Add **Consent** field.

- Certain classes have prerequisites. If the student did not complete the **prerequisites** for the class they cannot register. The Department can override this by issuing permission for the student to register for the class.

How do you know if prerequisite screening is “turned on”? Go to **Curriculum Management > Adjust Class Associations**. Make sure that **Also Use Catalog Requisite** is checked.

- If the class is **closed** (full) or if there is a reserve on the class and the student doesn’t meet the reserve requirement the department can override this by issuing permission for the student to register for the class.

The Department Scheduler issues “permission” to register for the class by entering the student’s Stony Brook ID on the **Class Permissions** page and selecting the appropriate option – **Closed Class, Requisites Not Met** or **Consent Required**. The student will receive a message in SOLAR instructing them that they have been given permission to register for the class and must do so by the expiration date. The student can then go into SOLAR and register for the class.

### Navigation:

**Records and Enrollment > Term Processing > Class Permissions > Class Permissions**

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus
USBNY	1098	WRT	101	Undergrad	STHMP
USBNY	1098	WRT	101	Undergrad	WEST

Enter the **Term**

Enter the **Subject Area**

Enter the **Catalog Number**

If this course is offered on different campuses select the **Campus**.

Click **Search**

Click the **Permission to Add** tab.

Make sure you navigate to the **Class Section** that you want to give the student(s) permission to enroll in!

**Permission to Add**

Course ID: 201019      Course Offer: Undergrad Writing Introductory W...

Academic Institution: SUNY at Stony Brook

Term: Fall 2009

Subject Area: WRT

Catalog Nbr: 101

Class Section Data: Find | View All      First 1 of 81 Last

Session: A Full Fall Semester Session      Class Nbr: 70043      Class Status: Cancelled Section

Class Section: 80      Class Type: Enrollment Section

Component: Lecture      Instructor:

Student Specific Permissions

Defaults

Expiration Date: 11/14/2009      201019

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 type="checkbox"/>

Assign More Permissions:  Generate

Class Permission Data: 1 of 1 Last

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Max Credits	
1		123456789	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	3	<input checked="" type="button" value="+"/>

Don't forget to Save

Save      Return to Search      Previous in List      Next in List

The **Expiration Date** is set to default to the end of the add/drop period. **DO NOT change this.**

Enter the student's **Stony Brook ID**.

Select the reason for the permission - **Closed Class, Requisites Not Met or Consent Required.**

If this is a variable credit course enter the **Max Credits**. Departments must enter a credit value when issuing permission for a variable credit course and students will be locked into this credit value when enrolling.

Click the **Comments** tab to add comments. This is not required.

Click **Save**.



To add another student, click the **Add a new row** button.

To check the status, click the **General Info** tab to see whether the student actually did enroll ("**Used**") or not ("**Not used**").

