

CLASS PERMISSIONS

This Job Aid will address: the authorization of class permissions.

Business Process

Policies governing who may add a class permission vary by Faculty and Department, so please reach out to your department head to find out about the policy in your area.



Key Points

Class permissions are authorizations for a specific class section which allow students to enrol when they may not be able to do so otherwise. Faculty and staff can create student-specific add or drop permissions for classes.

- Class permissions can override conditions such as prerequisites and limits, but not course conflicts.
- Faculty can track whether a student has used the class permission.
- Permissions allow a student to add or drop a class, if the student uses the permission by the expiration date and does not violate overall limitation rules (such as maximum number of units).

CLASS PERMISSIONS

Authorize class permissions







1. Sign in to UWinsite Student at www.uwindsor.ca/uwinsitestudent.
2. From your **Campus Solutions Administrator** homepage:
 - Click on the **Faculty Centre** tile and then **Class Permissions** in the left navigation menu
 - Alternatively, click **NavBar**  > **Navigator** > **Records and Enrollment** > **Term Processing** > **Class Permissions** > **Class Permissions**.
3. Click  and select the desired values for **Term**, **Subject Area** and enter the **Catalog Number**.
4. Click the **Search** button.

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:	= ▼	<input type="text" value="UWIN1"/>	
Term:	= ▼	<input type="text"/>	
Subject Area:	= ▼	<input type="text"/>	
Catalog Nbr:	begins with ▼	<input type="text"/>	
Academic Career:	= ▼	<input type="text"/>	▼
Campus:	begins with ▼	<input type="text"/>	
Description:	begins with ▼	<input type="text"/>	
Course ID:	begins with ▼	<input type="text"/>	
Course Offering Nbr:	= ▼	<input type="text"/>	
Academic Organization:	begins with ▼	<input type="text"/>	

☐ Case Sensitive

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

TIP: If there are multiple sections of a class, you may need to use the **right arrow button** at the top of **Class Section Data** to scroll through the sections to find the one for which you wish to grant a class permission.

Permission to Add

Permission to Drop

Course ID 007380

Course Offering Nbr 1

Academic Institution University of Windsor

Term Fall 2019

Graduate

Subject Area KINE

Kinesiology

Catalogue Nbr 8940

Selected Topics

Class Section Data

Find | View All

First

1 of 2

Last

Session R

Regular Semester

Class Nbr 3744

Class Status Active

Class Section 1


Class Type Enrolment Section


Component Lecture

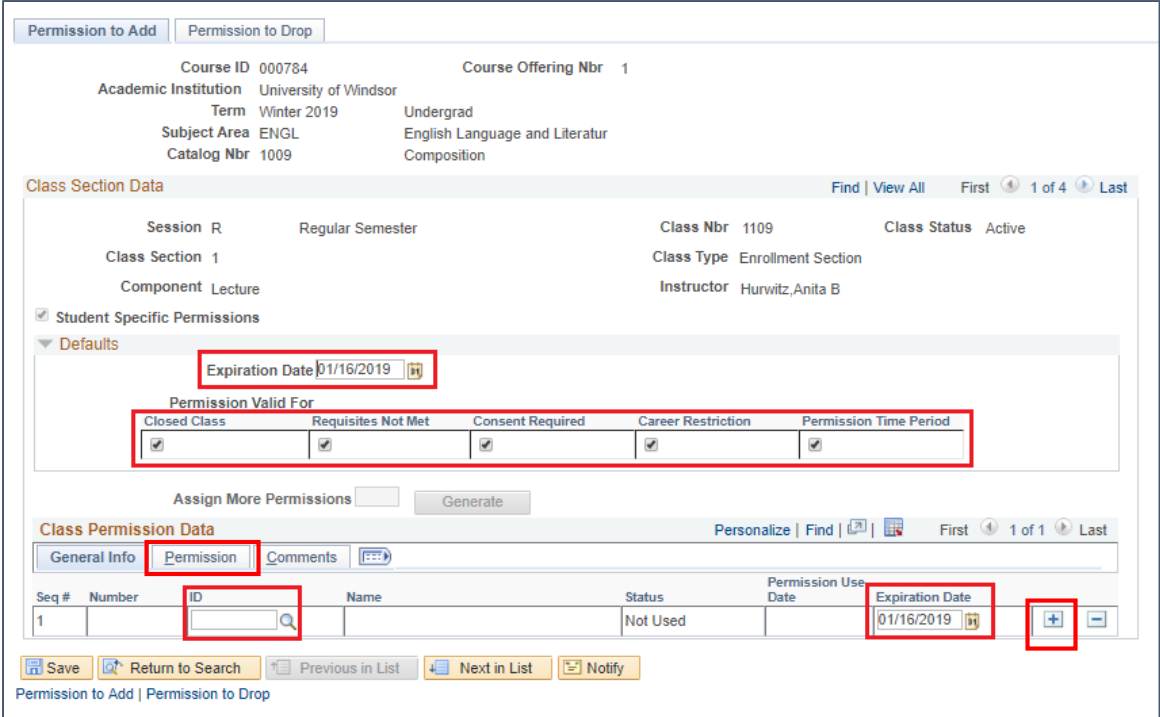
Instructor

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4. Under the **Defaults** section, you can set the **Expiration Date** globally.
5. Under the **Defaults** section, you can also set the global **Permission Valid For** conditions (i.e., **Closed Class**, **Requisites Not Met**). All of the checkboxes are all checked by default. Leave each checked if you want to override the condition. Otherwise, uncheck as necessary.
 - If you DO NOT want the student to jump the waiting list queue, uncheck the **Closed Class** box.
 - See the next page for **Permission Valid For** definitions.
6. Under the **Class Permission Data** section, click  and search for the appropriate student. Select the student for whom you are changing the class permissions.
 - NOTE: Under the **Class Permission Data** section you can set the expiration date and Permission Valid For conditions on a per student basis, if needed.
7. Click **Save**. The student can now sign up for the class. **Be sure to notify the student.**

8. To grant a class permission to an additional student, click the  icon beside the previous student's class permission.



Note: These steps are also valid when a student requests to drop a class. You can process a class drop request by selecting the **Permission to Drop** tab.

CLASS PERMISSIONS

Permission Valid For Definitions

Closed Class

Select to allow students to enroll in a class that is full. This type of permission also allows students to enroll in a closed combined section, or in a class where all available seats are subject to reserve capacity requirements that they might not meet.

Requisites Not Met

Select to allow students to enroll in a class for which they do not meet the prerequisites.

Consent Required

Select to allow students to enroll in a class that requires instructor or department consent to add.

Career Restriction

Select to allow students to enroll in a class that is outside their career.

Permission Time Period – NOT USED AT UWINDSOR

Web-Based Course

The UWinsite Student SR102 course, [Student Enrolment Fundamentals for Faculties](#), is available online. It includes demonstration on authorizing class permissions.

NOTE: the link for the course is <https://web.microsoftstream.com/video/7d227dce-53df-4e0b-beb3-ecd1d1b3b1cb>.

Reference Material

For additional reference materials, including in-class training decks, user guides and videos, please visit www.uwindsor.ca/uwinsitestudent.