



Class Permissions Guidelines

If a student needs a class permission, please use the following instructions/guidelines.

According to the AHE contract, instructors must be consulted before their class may be overloaded. In an effort to support compliance with the contract, and continually improve our processes, we will be monitoring the class permissions once a day and contacting people who issue permission codes with the “Override Closed Class” box checked on a class they are not instructing.

Co-requisites - Every student who gets a permission code for a class with a co-requisite will also need a permission code for the co-requisite class.

Example: MATH 10 is a co-requisite for Math 110 Every student in Math 110 regardless of test score must enroll in both pre-college and college-level section.

In ctLink PeopleSoft – Click on CS (Campus Solutions) NavBar--> Navigator-->Records and Enrollment-->Term Processing--> Class Permissions->Class Permissions

Now that you are here, it's a good idea to add this to your favorites.

To Search

Academic Institution	=	▼	WA140	WA140 is the code for Clark College
Term	=	▼	2201	Use lookup for term/quarter. 2201 is Winter 2020
Subject Area	=	▼	ENGL&	ENGL, ENGL& are separate subjects
Catalog Nbr	begins with	▼	101	101, 201 - course number
Academic Career		▼	Academic Career	Academic is Instruction, Continuing Education is ECD
Campus	begins with	▼		Leave blank - MAIN is the only option - this is NOT a campus location
Description	begins with	▼		Only use to search on a course title, such as "contains: intro"
Course ID	begins with	▼		A unique number for each course, not used
Course Offering Nbr	=	▼		Do not use
Academic Organization	begins with	▼		Do not use

The search will produce information at the **COURSE** level for all classes scheduled during the selected term.

Permission to Add	Permission to Drop				
Course ID	031433	Course Offering Nbr	1		
Academic Institution	Clark College	Term	WINTER 2020	Academic	
Subject Area	ENGL&	English - ENGL&			
Catalog Nbr	101	English Composition I			

Class Section Data		Find View All	First	1 of 32	Last
Session 1	Regular Academic Session	Class Nbr	2624	Class Status	Active
Class Section	D01D	Class Type	Enrollment Section		
Component	Lecture	Instructor	Bennion, Jillian Marie Moore		

You'll need to find information at the **CLASS** level. You can use **Find** or **View All** and scroll individually through each class.

You are only able to provide a student permission to an individual class section. They must know which section they want to enroll in before they can get a permission code.

Make sure you are looking at the specific class you are giving permission for (view all or view one).

What permissions DO. Faculty should only use these 3:

- Closed Class – system will override the capacity. **NOTE: This also overrides the wait list**
- Requisite Not Met – system will ignore class requisites
- Consent Required – system allows a student into a class that requires permission

Defaults

Expiration Date **1**

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"/>

2

Assign More Permissions Set All Permissions to Issued

3 **4**

Class Permission Data Personalize | Find | First 1-2 of 2 Last

General Info | **Permission** | Comments

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Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	404351			<input type="checkbox"/> 5			Not Used		03/13/2020
2	811593			<input type="checkbox"/>			Not Used		03/13/2020

1. **Expiration date** (ok to be end of term, March 13, 2020)
 2. Make sure to unmark all **Permission Valid For** boxes **EXCEPT** the one that permission is being granted for.
 3. **Assign More Permissions** box – Enter 1, or the number of permissions you are generating at this time.
 4. Click on yellow **Generate** box to generate permissions.
- Now you have a list of permissions (depending on the number you generated)
5. Click the **issued box** to assign to a student
 6. Click on **comments**. Enter student's name (F. Last), reason why permission was granted, and your name.
 7. Click **Save** at the bottom left on the page.
 8. Give permission number to student.

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
1	116210	201 [redacted]	[redacted] Kelly L	<input checked="" type="checkbox"/>	101010323	11/13/2019	Used	11/13/2019	12/27/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[redacted] Kelly completed ENGL 101 for 3 cr.
2	693340			<input checked="" type="checkbox"/>	101012243	11/14/2019	Not Used		12/27/2019	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	[redacted] - Issued by [redacted] Has prereq

When a student uses the code you will see their ID and name and date used.

Lecture / Lab components

- When there is a course that's lecture & lab, the class permission code for either the lab or the lecture will work for students to register.
- If there are two labs connected with a lecture course, only the lab code(s) will allow the students to enroll (not the lecture code); the student will then be automatically be registered for the lecture that is attached to the lab.
- Students do not need a lecture entry permission code when registering in a lecture that has two labs attached to it, rather they need the lab permission code, which is the primary code needed to register for this type of course (lecture/lab).