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        Last Updated: November 2023

Generating Class Permission Numbers

Prerequisite Training

It is expected that prior to beginning this manual/training you will have completed basic navigation training in hereafter referred to as Enroll and Pay.

Overview

Placing consent on a class (either instructor or department) requires that the student have permission to enroll in the class online. Depending on the class, permission is either granted by the instructor or the department. Other conditions also require permission before the student can enroll. These conditions are as follows:

Obtaining Permissions for On-Line Enrollment

Condition: Class is closed
What permission number allows: Enrollment when class is full (i.e. closed class), but will **not** override room capacity.

Condition: Course Requisites
What permission number allows: Enrollment even though the student does not meet the requisites or pre-requisites for the class. A requisite may include a requirement of being admitted to the school or major.

Condition: Instructor Consent
What permission number allows: Enrollment when the class is Instructor consent.

Condition: Department Consent
What permission number allows: Enrollment when the class is Department consent.

Condition: Class is outside the student's career
What permission number allows: Enrollment for a class outside career but class still does not count towards hours.

Closed Class and Consent Required (Instructor and Department Consent) checkboxes under the Defaults area will default to allow permission as well as the Permission Time Period (which KU does not use) checkbox. These are the recommended settings, you may change the checkboxes under the Defaults, but should use extreme caution. You may check the Requisites Not Met and/or the Career Restriction checkboxes under Defaults but with extreme caution.

There are two types of permission numbers, general permission numbers and student specific permission numbers.

General permission numbers are random one-time use numbers that must be provided to the student along with the expiration date. The student must then key this number in when enrolling and use prior to the expiration date.

Student specific permission numbers are limited to that student's identification number. When granting the permission, the identification number of the student is keyed into the permission page. The student is **not** given a number but **does** need to be given the expiration date and use prior to this date.

You may have only general permissions **OR** student specific permissions on a section (class number) of a class by term, **not** both. You may not change types of permission by section (class number) once enrollment in the class has occurred.

Click on the Student Info, Catalog, & Class tile.
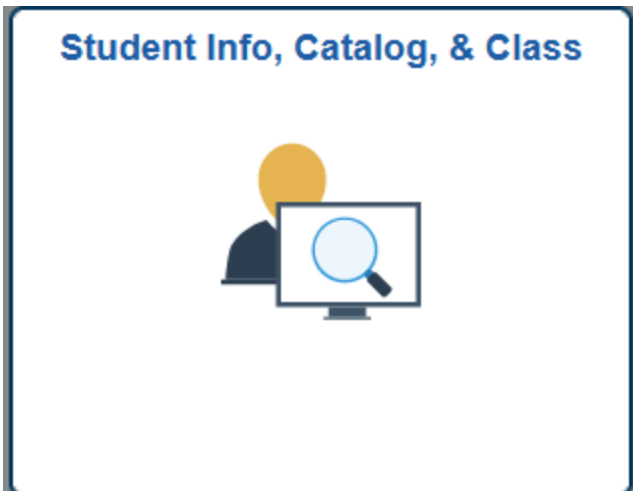
In the Catalog/Schedule of Classes click on Class Permissions
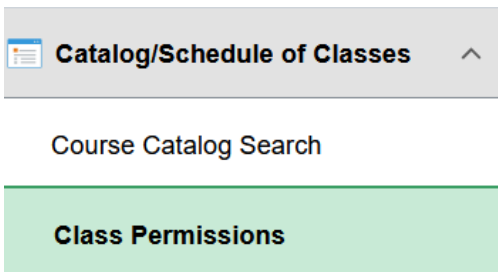
A search screen first appears as shown below.

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300
Academic Institution: = ∨   UKANS
Term: = ∨
Subject Area: = ∨
Catalog Nbr: begins with ∨
Academic Career: = ∨
Campus: begins with ∨
Description: begins with ∨
Course ID: begins with ∨
Course Offering Nbr: = ∨
☐ Case Sensitive

Search   Clear   Basic Search   Save Search Criteria

Enter information to narrow your search until the correct section (class number) is identified. Use the following entry guidelines.

Academic Institution: Always UKANS

Term: The semester. The first digit is a "4" to represent the 2000s, the next two are the last two digits of the calendar year, and the last digit is the semester (2 for spring, 6 for summer, 9 for fall). For example, Spring 2010 would be 4102.

Subject Area: The departmental abbreviation for the course. For example, an Accounting class would have ACCT entered here.

Catalog Nbr: The three-digit course number. Example: Accounting 320 would have 320 entered here.

Academic Career: Enter the career of the course if it is limited to one career. It is best to leave this field blank when performing searches.

Campus: Enter the campus in which the course is based if known. It is best to leave this field blank when performing searches.

Description: Enter the title of the course if known. You may also enter just the first word or words (this will slow your search unless used in combination with other items).

Course ID: The six-digit course catalog identification number for the course. This is the quickest way to access the course, if known.

Course Offering Nbr: If a class has multiple enter the offering number. Generally, this is 1. It is usually best to leave this blank when performing searches.

Click the **Search** button to begin the search. If there are multiple courses found, you will receive the following screen:

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Maximum number of rows to return (up to 300): 300

Academic Institution:	= ∨	UKANS	🔍
Term:	= ∨	4109	🔍
Subject Area:	= ∨	ACCT	🔍
Catalog Nbr:	begins with ∨		
Academic Career:	= ∨	∨	
Campus:	begins with ∨		🔍
Description:	begins with ∨		
Course ID:	begins with ∨		🔍
Course Offering Nbr:	= ∨		🔍

☐ Case Sensitive

[Search] [Clear] | Basic Search 💾 Save Search Criteria

Search Results

View All   First ◄ 1-28 of 28 ▶ Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UKANS	4109	ACCT	200	Undergrad	KULC	Financial Accounting I	343193	1
UKANS	4109	ACCT	201	Undergrad	KULC	Managerial Accounting I	343538	1
UKANS	4109	ACCT	205	Undergrad	KULC	Survey of Accounting	345970	1
UKANS	4109	ACCT	303	Undergrad	KULC	Intro to Accounting Profession	345783	1
UKANS	4109	ACCT	311	Undergrad	KULC	Informat Systms for Accountnts	344447	1
UKANS	4109	ACCT	320	Undergrad	KULC	Financial Accounting II	344364	1
UKANS	4109	ACCT	321	Undergrad	KULC	Intermediate Accountng Finance	344365	1
UKANS	4109	ACCT	325	Undergrad	KULC	Managerial Accounting II	343882	1
UKANS	4109	ACCT	330	Undergrad	KULC	Introduction to Taxation	343539	1
UKANS	4109	ACCT	410	Undergrad	KULC	Financial Accounting III	343695	1

Click on the correct class in the **Search Results** section to enter the class permission numbers page. If the search returns only one result, you will automatically be taken to the page from the search window.

The class permission numbers page appears as follows:

As noted in the call-out on the screen shot above, there may be multiple sections (class numbers) for a class. Be sure to navigate to the correct section (class number) via the navigational buttons in the navigational bar. The Class Nbr identifies the sections which you may obtain from the information provided back to the department when the class is scheduled or on the schedule of classes.

General Permission Numbers

As discussed earlier, one type of class permission numbers are general permission numbers. If the class has not been enabled for student specific permission numbers by the Registrar's Office, you may only issue general permission numbers. The page will appear as follows when you access it:

Some fields of interest are:

Class Type: Will be either Enrollment Section or Non-Enrollment Section and can **only** assign permission to an Enrollment Section.

Enrollment Total: Total enrollment for the specified section (real time data).

Meeting Pattern: Facility ID, Start/End, Room Capacity and Instructor Name.

Defaults--

Expiration Date: Select a new expiration date if needed. This is the date the permission number(s) expires. The value in this field in the Defaults area will be added to each permission number generated.

Permission Valid For: Closed Class and Consent Required (Instructor and Department Consent) checkboxes under the Defaults area will default to be overridden as well as the Permission Time Period (which KU does not use) checkbox. These are the recommended settings, you may change the checkboxes under the Defaults, but should use extreme caution. You may check the Requisites Not Met and/or the Career Restriction checkboxes under Defaults but with extreme caution.

Assign More Permissions: Enter the number of permission numbers needed, then click on the Set All Permissions to issued checkbox, then click on the Generate button and the requested number of permission numbers appear in the Class Permission Data area. Be sure when assigning numbers that you do not go beyond the room capacity by looking at the Enrollment Total and any permission numbers with a Status of 'Not Used' that have not expired.

So, in the screen shot above since the Enrollment Total is blank and the Room Capacity is 48, but the one permission number that has already been generated has a Status of 'Not Used' and has not expired, you would need to account for this permission number in the Enrollment Total. So, for this class, there will now be 47 spots available.

On the General Info tab—

Seq #: A system generated number that is assigned based upon the order in which the permission numbers are created.

Number: The randomly system generated number the student enters to enroll in the class. These can be from 3-6 digits.

ID: Identification number of the student. This displays once the permission number has been used as well as their name just to the right of the ID.

Issued/Issued By/Issued Date: When the Set All Permissions to Issued checkbox is checked, these fields will populate when you save the page. These would then display the user ID and the date of the person creating the permission numbers once you save. This should be checked any time a permission number is created.

Status: Displays as Not Used until the permission number is entered <u>by the student</u> when enrolling. The status then changes to Used. This can also be Used then Dropped. If status is Used, then it will figure into the Enrollment Total. If status is Used then Dropped, then it will take it out of Enrollment Total.

Permission Use Date: Use Date. Displays the date the permission number was used or dropped (dropped, swapped, or withdrew).

Expiration Date: Required field. Populates by default from the Expiration Date in the Defaults area and can either be left with what date defaults or changed. Or can be changed after creating the permission numbers, just be sure to let the student know of this change.

The minus button should **only** be used due to an administrative error and **only** when the status is Not Used.

On the Permission tab—

These will fill in from the defaults area but may be changed per permission number. These checkboxes decide what the permission number overrides for the student. Therefore, should only be changed with an understanding of what will be allowed.

On the Comments tab—

You will want to put the student's ID number and name of whom you gave the permission number to and maybe the reasons for giving the permission number.

Once you have created the numbers to your satisfaction, click the **Save** button.

If you later need to assign additional general permission numbers, follow the same steps as above, entering the number of new (<u>additional</u>) numbers you would like to assign in the Assign More Permissions box. This number of new ones will then be created once you have clicked on the Generate button.
To issue the permission numbers, simply provide the number (along with the expiration date) to the student via a secure manner following the guidelines established by your school/department. Once the number has been issued, there is no way to keep the permission number from being used.

Permission to Drop tab—currently not be used.

Student Specific Permission Numbers

Before student specific permissions can be generated the checkbox to the left of **Student Specific Permissions** must be checked, this option must be enabled via the Registrar's Office on your campus. To request enabling of this field, for Lawrence Registrar's Office please email scheduling@ku.edu, for Medical Center Registrar's Office please call 913-588-7055. As noted earlier, you may have only general permissions OR student specific permissions on a section of a class (class number) by term, not both. You may not change types of permission once enrollment in the class has occurred.

Once this option has been enabled the screen appears as follows:

To enter Student Specific Permission Numbers, enter the fields as follow:

Class Type: Will be either Enrollment Section or Non-Enrollment Section and can **only** assign permission to an Enrollment Section.
Enrollment Total: Total enrollment for the specified section (real time data).
Meeting Pattern: Facility ID, Start/End, Room Capacity and Instructor Name.
Expiration Date: Select a new expiration date if needed. This is the date the permission number(s) expires.
Permission Valid For: Closed Class and Consent Required (Instructor and Department Consent) checkboxes under the Defaults area will default to be overridden as well as the Permission Time Period (which KU does not use) checkbox. You **will** need to leave these three checkboxes checked. These are the recommended settings, you may change the checkboxes under the Defaults, but should use extreme caution. You may check the Requisites Not Met and/or the Career Restriction checkboxes under Defaults but with extreme caution.
Seq #: A system generated number that is assigned based upon the order in which the permission numbers are created.
ID: If none have been entered yet, just simply type in the ID number in the ID field, but if there are already ID numbers listed, just click the **Plus** button to the right of the last row entered. Then, enter the ID number of the student to whom the permission is to be given. Once you have tabbed out of this field, the name will populate.

If you do not know the Enroll and Pay ID of the student, click the **magnifying glass** button to the right of the ID field. The following window appears:

Look Up ID

ID:	begins with	
Campus ID:	begins with	
National ID:	begins with	
Last Name:	begins with	
First Name:	begins with	

Look Up   Clear   Cancel   Basic Lookup

The fields are as follow:
ID: The Enroll and Pay identification number for the student.
Campus ID: The historical system identification number for the student (KUID).
National ID: The social security number of the student.
Last Name: The student's last name.
First Name: The student's first name.
You can enter multiple fields to narrow your search. You can also enter partial information. For example, if a student's name is Jon Smith but you are unsure if it is Jon or Jonathan, you can enter Smith as the last name and J as the first name.
Click the **Lookup** button to begin your search.

The following screen appears if multiple matches are found for the information you entered.

Only the first 300 results can be displayed, as the note in the screen shot above states. Also note in the above screen shot the blue navigational bar shows 1-100 of 300. This indicates that it's only showing the first 100 matches. The Arrow Keys will move you within the pages of the search results. You may enter additional information in the lookup fields and click the **Lookup** button again to narrow your search. When you find the person you need, click any field within a given row to bring the student ID back to the permission numbers page.

If there is only one match, you will still receive a search results screen, but only one name will be listed. Click on it to take to go back to the permission numbers page.

Status: Displays as Not Used until the student enrolls in the class. The status then changes to Used. This can also be Used then Dropped. If status is Used, then it will figure into the Enrollment Total. If status is Used then Dropped, then it will take it out of Enrollment Total.

Permission Use Date: Use Date. Displays the date the permission number was used or dropped (dropped, swapped, or withdrew).

Expiration Date: Required field. Populates by default from the Expiration Date in the Defaults area and can either be left with what date defaults or changed. Or can be changed after adding the row.

To add additional permission numbers, click the **Plus** button to the right of the last row entered.

The minus button should **only** be used due to an administrative error and **only** when the status is Not Used.

On the Permission tab—

Closed Class and Consent Required (Instructor and Department Consent) checkboxes under the Defaults area will default to allow permission as well as the Permission Time Period (which KU does not use) checkbox. These are the recommended settings, you may change the checkboxes under the Defaults, but should use extreme caution. You may check the Requisites Not Met and/or the Career Restriction checkboxes under Defaults but with extreme caution.

On the Comments tab—

May be where you put the reasons for giving the permission number.
Once you have created the numbers to your satisfaction, click the **Save** button.

If you later need to assign additional rows, follow the same steps as above. To issue the permission, simply provide the expiration date to the student via a secure manner following the guidelines established by your school/department.

The following screen shot displays the page after a student has been entered.

Permission to Drop tab—currently not used.