

# 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.

## Records & Enrollment>Term Processing>Class Permissions>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):

Academic Institution:

Term:

Subject Area:

Catalog Nbr:

Academic Career:

Campus:

Description:

Course ID:

Course Offering Nbr:

Case Sensitive

[Basic Search](#)

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):

Academic Institution: =

Term: =

Subject Area: =

Catalog Nbr: begins with

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Case Sensitive

[Basic Search](#)

**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
<a href="#">UKANS</a>	4109	ACCT	200	Undergrad	KULC	<a href="#">Financial Accounting I</a>	343193	1
<a href="#">UKANS</a>	4109	ACCT	201	Undergrad	KULC	<a href="#">Managerial Accounting I</a>	343538	1
<a href="#">UKANS</a>	4109	ACCT	205	Undergrad	KULC	<a href="#">Survey of Accounting</a>	345970	1
<a href="#">UKANS</a>	4109	ACCT	303	Undergrad	KULC	<a href="#">Intro to Accounting Profession</a>	345783	1
<a href="#">UKANS</a>	4109	ACCT	311	Undergrad	KULC	<a href="#">Informat Systems for Accountnts</a>	344447	1
<a href="#">UKANS</a>	4109	ACCT	320	Undergrad	KULC	<a href="#">Financial Accounting II</a>	344364	1
<a href="#">UKANS</a>	4109	ACCT	321	Undergrad	KULC	<a href="#">Intermediate Accounting Finance</a>	344365	1
<a href="#">UKANS</a>	4109	ACCT	325	Undergrad	KULC	<a href="#">Managerial Accounting II</a>	343882	1
<a href="#">UKANS</a>	4109	ACCT	330	Undergrad	KULC	<a href="#">Introduction to Taxation</a>	343539	1
<a href="#">UKANS</a>	4109	ACCT	410	Undergrad	KULC	<a href="#">Financial Accounting III</a>	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:

The screenshot shows a web interface for managing class permissions. At the top, there are tabs for 'Permission to Add' and 'Permission to Drop'. Below this, course information is displayed: Course ID: 344364, Academic Institution: University of Kansas, Term: 2010 Fall, Subject Area: ACCT, Catalog Nbr: 320, Course Offering Nbr: 1, Undergrad Accounting, Financial Accounting II.

The 'Class Section Data' section includes fields for Session (1), Regular Academic Session, Class Nbr (10179), Class Status (Active), Class Section (1200), and Class Type (Enrollment Section). It also shows Component (Lecture), Meeting Pattern (SUM 507, 1:00PM - 2:15PM), Room Capacity (48), and Instructor (Phillips, Alee Starr).

The 'Defaults' section shows an Expiration Date of 11/15/2010 and a table for 'Permission Valid For' with columns: Closed Class (checked), Requisites Not Met, Consent Required (checked), Career Restriction, and Permission Time Period (checked).

At the bottom, there is a 'Class Permission Data' table with columns: Seq #, Number, ID, Name, Issued, Issued By, Issued Date, Status, Permission Use Date, and Expiration Date. The table contains one row with Seq # 1, Status 'Not Used', and Expiration Date 11/15/2010.

Two callouts provide additional information:
 

- A callout pointing to the 'Class No.' field in the 'Class Section Data' section states: "Use the **Class No.:** to identify the section."
- A callout pointing to the 'Class No.' field in the 'Class Section Data' section states: "Note: There are four sections (class numbers) of this class. Be sure to navigate to the correct one."

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:

The screenshot shows a web interface for adding permissions. It includes sections for course information, class section details, meeting patterns, and a table of existing permissions.

**Course Information:**  
 Course ID: 344364, Course Offering Nbr: 1  
 Academic Institution: University of Kansas  
 Term: 2010 Fall, Undergrad  
 Subject Area: ACCT, Accounting  
 Catalog Nbr: 320, Financial Accounting II

**Class Section Data:**  
 Session: 1, Regular Academic Session, Class Nbr: 10179, Class Status: Active  
 Class Section: 1200, Class Type: Enrollment Section  
 Component: Lecture  
 Student Specific Permissions

**Enrollment Total:**  
 Meeting Pattern: Start 1:00PM, End 2:15PM, M,  T, W,  T, F, S, S  
 Facility ID: SUM 507, Room Capacity: 48, Instructor: Phillips, Alee Starr

**Defaults:**  
 Expiration Date: 11/15/2010  
 Permission Valid For:  
 Closed Class,  Requisites Not Met,  Consent Required,  Career Restriction,  Permission Time Period

**Class Permission Data Table:**

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1	570056			<input type="checkbox"/>			Not Used		11/15/2010

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 by the student 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 (additional) 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](mailto: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:

Permission to Add
Permission to Drop

Course ID: 344364      Course Offering Nbr: 1  
 Academic Institution: University of Kansas  
 Term: 2010 Spring      Undergrad  
 Subject Area: ACCT      Accounting  
 Catalog Nbr: 320      Financial Accounting II

Class Section Data
Find | View All
First 1 of 2 Last

Session: 1 Regular Academic Session      Class Nbr: 65007      Class Status: Active  
 Class Section: 1100      Class Type: Enrollment Section  
 Component: Lecture

Student Specific Permissions

Enrollment Total 62

Meeting Pattern
Find
First 1 of 1 Last

Facility ID SUM 426	Start 9:30AM	End 10:45AM	<input type="checkbox"/> M	<input checked="" type="checkbox"/> T	<input type="checkbox"/> W	<input checked="" type="checkbox"/> TH	<input type="checkbox"/> F	<input type="checkbox"/> S	<input type="checkbox"/> S
Room Capacity 63	Instructor: Smith, Kevin R								

Defaults

Expiration Date: 04/15/2010 BY

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions:  Generate

Class Permission Data
Customize | Find | [Grid Icon]
First 1-28 of 28 Last

General Info
Permission
Comments
[Help Icon]

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	
2		2321236		Used	10/27/2009	10/30/2009	[+/-]
3		2105380		Used	10/27/2009	10/30/2009	[+/-]
4		2345181		Used	11/02/2009	11/03/2009	[+/-]

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	<input type="text"/>
Campus ID:	begins with	<input type="text"/>
National ID:	begins with	<input type="text"/>
Last Name:	begins with	<input type="text"/>
First Name:	begins with	<input type="text"/>

[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.

**Look Up ID**

ID:

Campus ID:

National ID:

Last Name:  SMITH

First Name:  J

[Basic Lookup](#)

**Search Results**

Only the first 300 results can be displayed. Enter more information above and search again to reduce the number of search results.

ID	Name	Gender	Date of Birth	Campus ID	National ID	National ID Country	MID Short Description	Last Name	First Name
	Smith, J June	Female	07/05		7	USA	SSN	SMITH	J
	Smith, Jack Elwood	Male	12/01		1	USA	SSN	SMITH	JACK
	Smith, Jack Edward	Male	01/03		4	USA	SSN	SMITH	JACK
	Smith, Jack Wayne	Male	05/04		1	USA	SSN	SMITH	JACK
	Smith, Jackie Renee	Female	05/12		0	USA	SSN	SMITH	JACKIE
	Smith, Jackie Renee	Female	05/12		0	USA	SSN	SMITH	JACKIE
	Smith, Jackie Renee	Female	05/12		0	USA	SSN	SMITH	JACKIE
	Smith, Jackie	Female	(blank)		8	USA	SSN	SMITH	JACKIE
	Smith, Jackielee	Female	09/09		6	USA	SSN	SMITH	JACKIELEE
	Smith, Jacklyn A	Female	12/25		5	USA	SSN	SMITH	JACKLYN
	Smith, Jacklyn R	Female	08/06		2	USA	SSN	SMITH	JACKLYN
	Smith, Jacklyn N	Female	04/15		6	USA	SSN	SMITH	JACKLYN
	Smith, Jacklyn D	Female	05/19		6	USA	SSN	SMITH	JACKLYN
	Smith, Jacklyn Florence	Female	06/27		8	USA	SSN	SMITH	JACKLYN
	Smith, Jacklyn Kathleen	Female	11/13		8	USA	SSN	SMITH	JACKLYN

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 Add | Permission to Drop

Course ID: 219411      Course Offering Nbr: 1  
 Academic Institution: University of Kansas  
 Term: 2010 Fall      Undergrad  
 Subject Area: MATH      Mathematics  
 Catalog Nbr: 115      Calculus I

**Class Section Data** Find | View All First 2 of 39 Last  
 Session: 1 Regular Academic Session      Class Nbr: 18811      Class Status: Active  
 Class Section: 1400      Class Type: Enrollment Section  
 Component: Lecture  
 Student Specific Permissions

**Enrollment Total**

**Meeting Pattern** Find First 1 of 1 Last  
 Facility ID: ST 358      Start: 8:00AM      End: 9:15AM       M  T  W  T  F  S  S  
 Room Capacity: 35      Instructor:

**Defaults**  
 Expiration Date: 11/15/2010  
 Permission Valid For:  

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions:

**Class Permission Data** Customize | Find | First 1 of 1 Last

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1				Not Used		11/15/2010

**Permission to Drop tab—currently not used.**