Creating General Permission Numbers

Trigger:

Concept

You can create general or student-specific permissions. You can also use the Class Permission process to generate general class permissions for an entire subject area.

To create general class permissions:
1. The system automatically populates the Default Date field, which is the default expire date. If necessary, select a new default date. When you add permissions for a class, the system populates the Expire Date field with the default date value.
2. Make sure the Student Specific Permissions check box is cleared. You can control this check box on the Schedule of Classes − Basic Data page. Then enter the number of permissions you want to create for a class in the Assign More Permission field.
3. Press the TAB key to invoke the permission number generation.
4. Grant these permission numbers to students. When students enroll in the class, they provide the permission number for the Permission field on the Enrollment Request 1 page. The student can use the permission number to enroll in the class provided he or she uses the permission number prior to its expire date.

Prerequisites
Before you can define class permissions, you must:
• Schedule a class.
• Select the Student Specific Permissions check box on the Basic Data page (for student specific permission numbers).
• Clear the Student Specific Permissions check box on the Basic Data page, and enter an Assign More Permission value and tab out of the field (for general class permission numbers).
### Field(s) | Comments
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### Output - Results | Comments
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**Additional Information**
Procedure

This topic will demonstrate how to create general class permission numbers.

Class permission numbers are term and course section specific.

1.) Generate Class Permissions
Define general class permission numbers for an entire term and subject area.
Home>Records and Enrollment>Term Processing>Class Permissions>Generate Class Permissions

2.) Class Permission Numbers
Assign student permission numbers or create general permission numbers.
Home>Records and Enrollment>Term Processing>Class Permissions>Class Permission Numbers
Step | Action
--- | ---
1. | Enter the term to create the permission number into the Term field. Enter "3543".

**Conducting a Search**
When you open a task (using a hyperlink or page link), either an entry page will display or a search page (also referred to as **Find an Existing Value**) will appear prompting you for search keys needed to locate a record.

To find a record, or many records, search criteria must be entered, then click Search, and a Search Results page displays.

Search pages contain:
- Search keys
- Operators
- Search fields

Once you have entered in the search criteria key fields, click Search to process the search. If you wish to refresh the page (without saving), so you can enter new or different criteria, click Clear.

2. | Enter the subject area into the Subject Area field. Enter "CMP_SC".
3. | Enter the catalog number into the Catalog Nbr field. Enter "4980".
4. | Click the Search button.
<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
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| 5.   | **Class Permission Numbers Field Definitions:**  
      | Student Specific Permissions  
      | Default Date  
      | Assign More Permission  
      | Sequence Number  
      | Permission Used  
      | Use Dt (use date)  
      | Expire Date  
      | Perm Type (permission type)  
      | ID |
| 6.   | The default date is the default expiration date of the class permissions that are generated. To change the default expiration date, change the date in the Default Date field by clicking on the **Choose a date (Alt+5)** button. |
Step | Action
--- | ---
7. | Enter the number of permissions you would like to create into the Assign More Permission field. For Consent Required courses enter the total capacity for the class, for override situations, enter the number of overrides you would like to create.

Enter "5".

8. | Click the Save button to generate and save the class permissions numbers.

9. | Once you have created the numbers, print the list of permission numbers to track what number have been given out to students but not used.

End of Procedure.