

## **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 ctcLink 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 (remember to use WA150 for Wenatchee Valley Collge) Images shown are from Clark College:

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 Ca	reer 🔻	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.



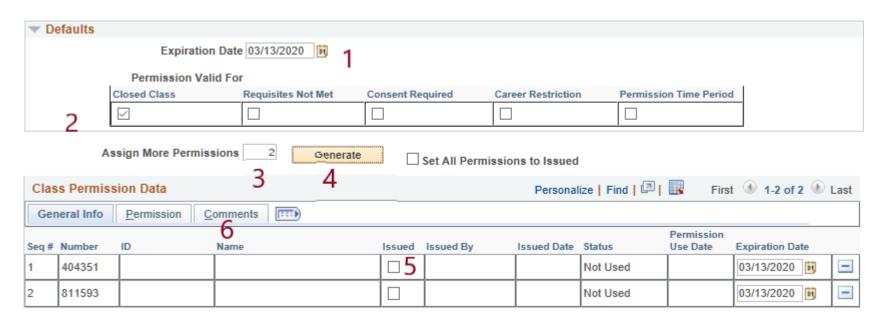
You'll need to find information at the CLASS level. You can use **Find** or **View All** and scroll individually through each class.

You are only able to provide a student permission to an <u>individual class section</u>. 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



- 1. Expiration date (ok to be end of term)
- 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		Permission Use Date	Expiration Date	Requisites Not Met	Career Restriction	Permission Time Period	Comments
1	116210	201	Kelly L	~	101010323	11/13/2019	Used	11/13/2019	12/27/2019	~			Kelly completed ENGL 101 for 3 cr.
2	693340			V	101012243	11/14/2019	Not Used		12/27/2019				- Issued by 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 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).