



Give Permission to Register

Class Permissions is another method that some departments use to control WHO is able to enroll in their classes.

Some courses require the “**consent**” of the department or the instructor. The student must go to the department and the department must issue “permission” for them to register.

The Department Scheduler issues “permission” to register for the class by entering the student’s Stony Brook ID on the **Class Permission Numbers** page. The student will receive a message in SOLAR instructing them that they have been given permission to register for the class and must do so by the expiration date. The student can then go into SOLAR and register for the class.

How will the Department Scheduler know if consent is required and permissions are allowed for their courses?

- Go back to the **Enrollment Cntrl** page in the **Schedule of Classes** component and check to see if the “**Consent**” field has either **Instructor** or **Department** in it.
- Also, check the **Basic Data** page and make sure that **Student Specific Permissions** is checked.

Both of these options must be setup ahead of time for the course in order for the above to happen.

In addition, most courses that do not require “consent” are setup with just the **Student Specific Permissions** option selected. This gives the department the option to issue permission for students to enroll in a class that is full or in a class where the student doesn’t meet the pre-requisites.

Navigation:

Records and Enrollment > Term Processing > Class Permissions > Class Permission Numbers

The screenshot shows the 'Class Permission Numbers' search interface. It features a search bar with the text 'Find an Existing Value'. Below this are several search criteria fields, each with a dropdown menu and a search icon: Academic Institution (set to USBNY), Term (set to 1088), Subject Area (set to AAS), Catalog Nbr (set to begins with 391), Academic Career, Campus (set to begins with), Description (set to begins with), Course ID (set to begins with), and Course Offering Nbr (set to =). There is also a checkbox for 'Case Sensitive'. At the bottom, there are buttons for 'Search', 'Clear', 'Basic Search', and 'Save Search Criteria'.

Enter the **Term**

Enter the **Subject Area**

Enter the **Catalog Number**

Click **Search**

Class Permission Numbers

Course ID: 204654 Course Offering Nbr: 1
 Academic Institution: SUNY at Stony Brook
 Term: Fall 2008 Undergrad
 Subject Area: AAS Asian & Asian American Studies
 Catalog Nbr: 391 Hum Topics: Asian&As Amer Stds

Class Permissions Find | View All First 1 of 4 Last

Session: A Full Fall Semester Session Class No: 83532 Class Status: Active
 Class Section: 01
 Component: Lecture Student Specific Permissions
 Class Type: Enrollment Section
 Default Date: 12/23/2008 Assign More Permission:

Permissions Find | View All First 1 of 1 Last

Seq #:	Number:	Prmsn Used:	Use Date:	Expire Date:	Permission Type
1		Not Used			Add

ID: 100200300 Max Credits: 3

Click the **Previous/Next** row button to navigate to the section of the class that you want

The **Default Date** is the last day of the Add/Drop period.

Enter the **Expiration Date**. It is suggested that you give the student at least **2 days** (from today) to register and not later than the last date of add/drop. **DO NOT LEAVE THIS FIELD BLANK.**

Enter the student's **Stony Brook ID**. If you don't know this number than click the **LOOKUP** button and search for the student by first name and last name.

If this is a variable credit course enter the **Max Credits**.

Click **Save**.



To add another student, click the **Add a new row** button.

Click **View All** to see a list of all of the students that have been issued permission to enroll in a class.

The **Prmsn Used** field will tell you whether the student actually did enroll ("**Used**") or not ("**Not used**").