



## How to Manage Class Permissions from Faculty Center

Instructors and proxies can issue Class Permission Numbers to allow students to enroll in a class, overriding restrictions such as prerequisites or required consent.

**Note:** A batch process generates permission numbers for each class approximately 3 weeks prior to registration (set to override prerequisites, consent, and time period).

### Access

1. Log in to **MyU.umn.edu** with your Internet ID and password.
2. Click on the **Teaching** tab.
3. Click on the **Faculty Center** link at the bottom of the page.
4. Click on the **Class Permission** icon  for the enrollment section of your class.

| My Teaching Schedule > Spring 2020 > Twin Cities/Rochester   |                          |          |                        |                   |                          |     |  |
|--|--------------------------|----------|------------------------|-------------------|--------------------------|-----|--|
| Personalize   View All     First 1 of 1 Last |                          |          |                        |                   |                          |     |  |
| Class  | Class Title              | Enrolled | Days & Times           | Room              | Class Dates              |     |  |
|  MUS 3264-001 (52085)  | French Diction (Lecture) | 0        | TuTh 11:15AM - 12:05PM | Ferguson Hall 115 | Jan 21, 2020-May 4, 2020 | URL |  |

### Managing Permission Numbers

The **General Info** tab displays a column of **Permission Numbers**.

To download the list of Class Permission Numbers to Excel, click the **Download** icon. 

1. When you give a permission number to a student, click the **Issued** checkbox on that row. The remaining fields will populate once the permission is used.

| Class Permission Data  |        |    |      |                                     |           |             |          |                     |                 |
|--|--------|----|------|-------------------------------------|-----------|-------------|----------|---------------------|-----------------|
| Personalize   Find     First 1-5 of 5 Last |        |    |      |                                     |           |             |          |                     |                 |
| General Info   Permission   Comments    |        |    |      |                                     |           |             |          |                     |                 |
| Seq #  | Number | ID | Name | Issued                              | Issued By | Issued Date | Status   | Permission Use Date | Expiration Date |
| 1  | 727988 |    |      | <input checked="" type="checkbox"/> |           |             | Not Used |                     | 05/04/2020      |
| 2  | 103598 |    |      | <input type="checkbox"/>            |           |             | Not Used |                     | 05/04/2020      |
| 3  | 933200 |    |      | <input type="checkbox"/>            |           |             | Not Used |                     | 05/04/2020      |
| 4  | 101101 |    |      | <input type="checkbox"/>            |           |             | Not Used |                     | 05/04/2020      |
| 5  | 950029 |    |      | <input type="checkbox"/>            |           |             | Not Used |                     | 05/04/2020      |

OK Cancel Apply

The **Permission** tab checkboxes indicate which restrictions a permission number will override: typically Requisites, Consent, and Time Period (2nd week of the term).

2. Contact your department to adjust individual permission numbers for closed class or Career Restriction.

| Seq # | Number | ID | Closed Class             | Requisites Not Met                  | Consent Required                    | Career Restriction       | Permission Time Period              |
|-------|--------|----|--------------------------|-------------------------------------|-------------------------------------|--------------------------|-------------------------------------|
| 1     | 727988 |    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 2     | 103598 |    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 3     | 933200 |    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 4     | 101101 |    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| 5     | 950029 |    | <input type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

Buttons: OK, Cancel, Apply

The **Comments** tab is for entering optional notes, such as the name or ID number of the student.

| Seq # | Number | ID | Comments     |
|-------|--------|----|--------------|
| 1     | 727988 |    | Peppa Watson |
| 2     | 103598 |    |              |
| 3     | 933200 |    |              |
| 4     | 101101 |    |              |
| 5     | 950029 |    |              |

Buttons: OK, Cancel, Apply

3. Click the **OK** button at the bottom of the page to save the changes and return to the **Faculty Center**.