

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.

How do you know if department or instructor consent is required? Go to **Curriculum Management > Maintain Schedule of Classes**. Click the **Enrollment Cntrl** tab and see what it says in the **Add Consent** field.

- Certain classes have prerequisites. If the student did not complete the **prerequisites** for the class they cannot register. The Department can override this by issuing permission for the student to register for the class.

How do you know if prerequisite screening is “turned on”? Go to **Curriculum Management > Adjust Class Associations**. Make sure that **Also Use Catalog Requisite** is checked.

- If the class is **closed** (full) or if there is a reserve on the class and the student doesn’t meet the reserve requirement the department can override this by issuing permission for the student to register for the class.

The Department Scheduler issues “permission” to register for the class by entering the student’s Stony Brook ID on the **Class Permissions** page and selecting the appropriate option – **Closed Class, Requisites Not Met** or **Consent Required**. 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.

Navigation:

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

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	
USBNY	1098	WRT	101	Undergrad	STHMP	It
USBNY	1098	WRT	101	Undergrad	WEST	It

Enter the **Term**

Enter the **Subject Area**

Enter the **Catalog Number**

If this course is offered on different campuses select the **Campus**.

Click **Search**

Click the **Permission to Add** tab.

Make sure you navigate to the **Class Section** that you want to give the student(s) permission to enroll in!

The screenshot shows the 'Permission to Add' interface. At the top, there is a 'Permission to Add' tab. Below it, course information is displayed: Course ID: 201019, Academic Institution: SUNY at Stony Brook, Term: Fall 2009, Subject Area: WRT, Catalog Nbr: 101. Course Offer details include Undergrad, Writing, and Introductory W. A callout box points to a 'Next' arrow in the pagination area, stating: 'Click the Next arrow to navigate to the correct class section!'. The 'Class Section Data' section shows Session: A, Full Fall Semester Session, Class Nbr: 70043, Class Status: Cancelled Section, Class Section: 80, Class Type: Enrollment Section, Component: Lecture, and Instructor: . A callout box points to the 'Permission Valid For' section, stating: 'Click the Permission tab, enter the student's ID and select the option.'. Below this is a table with columns: Closed Class, Requisites Not Met, Career Restriction, and Permission Time Period. The 'Assign More Permissions' section has a 'Generate' button. The 'Class Permission Data' section has tabs for 'General Info', 'Permission', and 'Comments'. A callout box points to the '+' button in the table, stating: 'Click the + to add another student's ID'. The table has columns: Seq #, Number, ID, Closed Class, Requisites Not Met, Consent Required, Career Restriction, Permission Time Period, and Max Credits. The first row shows Seq # 1, Number 123456789, ID 123456789, Closed Class, Requisites Not Met, Consent Required (checked), Career Restriction, Permission Time Period, and Max Credits 3. A callout box points to the '+' button in the Max Credits column, stating: 'Don't forget to Save'. At the bottom, there is a 'Save' button and navigation buttons: 'Return to Search', 'Previous in List', and 'Next in List'.

The **Expiration Date** is set to default to the end of the add/drop period. **DO NOT change this.**

Enter the student's **Stony Brook ID**.

Select the reason for the permission - **Closed Class**, **Requisites Not Met** or **Consent Required**.

If this is a variable credit course enter the **Max Credits**. Departments must enter a credit value when issuing permission for a variable credit course and students will be locked into this credit value when enrolling.

Click the **Comments** tab to add comments. This is not required.

Click **Save**.



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

To check the status, click the **General Info** tab to see whether the student actually did enroll ("**Used**") or not ("**Not used**").