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

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 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”).