PROCESSING STUDENT RECORDS

Generating Permission Numbers

In this lesson you will learn the processes for:

Step by Step Guide

Generating Permission Numbers

Class Permission numbers are associated with a class and can be given to a student by an instructor or department administrator. A student who uses one of these numbers will be enrolled in the class as long as the student does not violate overall student limitation rules such as maximum number of units. A class permission number can override four things:

- *Closed Class*
- *Requisites Not Met (as defined by a student's career, program or plan)*
- *Consent Required (as defined in the Class Schedule)*
- *Career Restriction*

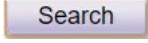*Class Permission Numbers can either be Student Specific or general and given to any student.*

Generating General Class Permission Numbers

You may want to give permission to a student to sign up for a class that is already at capacity. In the following exercise you will create permission numbers for a class that is currently full so that you can distribute the numbers to students who wish to sign up for the class.

Follow the navigation instructions provided below to create one or more general permission numbers for a class.

1. From your **Administrator Homepage,** click on the **Classic Home** tile and navigate from the **Main Menu** to **Records and Enrollment > Term Processing > Class Permissions > Class Permissions**.

The **Class Permission - Find an Existing Value** page appears.

Enter the desired **Term** and **Subject Area** codes in the fields provided or click on the magnifying glass icon 🔍 to lookup a term or subject (to narrow your search, type in the catalog number if you know it) and press the ⬚Search⬚ button. A list of search results is returned at the bottom of your page.

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

▾ Search Criteria

Academic Institution	= ▾	NWUNV 🔍
Term	= ▾	4680 🔍
Subject Area	= ▾	ENGLISH 🔍
Catalog Nbr	begins with ▾	
Academic Career	= ▾	▾
Campus	begins with ▾	🔍
Description	begins with ▾	
Course ID	begins with ▾	🔍
Course Offering Nbr	= ▾	🔍
Academic Organization	begins with ▾	

☐ Case Sensitive

⬚Search⬚   ⬚Clear⬚   Basic Search ⬚ Save Search Criteria

Search Results

View All   First ◀ 1-59 of 59 ▶ Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
NWUNV	4680	ENGLISH	101-6	Undergrad	EV	First-Year Seminar	001763	1
NWUNV	4680	ENGLISH	103-1	QatarUgrad	DOHA	First-Year Writing	020448	1
NWUNV	4680	ENGLISH	105-0	Undergrad	EV	Expository Writing	001767	1
NWUNV	4680	ENGLISH	105-6	Undergrad	EV	First-Year Seminar	001770	1
NWUNV	4680	ENGLISH	106-1	Undergrad	EV	Writ Spec Contxt	001771	1
NWUNV	4680	ENGLISH	111-CN	SPS Ugrd	EV	Writing Seminar II	006179	1

Select the class you wish to assign permission numbers for by clicking on the appropriate link. The Class Permission Numbers page will appear.

3. Enter a number in the "**Assign More Permissions**" box equal to the number of permission numbers you wish to create and press [Save].

4. To create permissions for additional sections of the same class, click on the show next row [▶] icon, place your cursor in the Assign More Permission box, type in the number of permissions you want to add and press the Generate button. Continue to generate permission numbers for additional sections as necessary.

   Note: You must use the "Next Row" icon to go to the next section, you can not add permission numbers by selecting the "View All" option.

5. Click the Save icon [Save] on the lower left hand corner of your page to save your work as you generate permissions for each section. (Remember that once these numbers are saved, they cannot be deleted. We recommend that you only generate as many numbers as you need and encourage you to please be sure to keep your permission numbers in a safe place.)

The permission numbers can now be given out to students to enroll in classes through **CAESAR** – the online registration system. They can also be entered on the Enrollment Request page if you or another department representative are registering a student for a class using the CAESAR pages.

When a permission number is used the system will update the Class Permission Numbers page by displaying the name of the student who used the permission number and the date he or she used the number. The status of the permission number will also change from "Not Used" to "Used".

To print a list of permission numbers generated for a particular class you can select File, Print from your browser menu. Or, you can run the Permission Numbers (real-time data) report in the BI Cognos tool. The path is SES Reporting > Student Records > Frequently Used Reports. If you have questions about using BI Cognos, please contact the Northwestern IT Support Center or call 847-491-HELP. More information can be found on our reporting tools at http://www.northwestern.edu/ses/staff/reporting-tools/ses-bi-reporting-and-analytics-solution.html

Generating Student Specific Permission Numbers
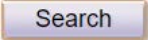
You may want to assign permission numbers to specific student(s) rather than generating a list of general permission numbers. In the following exercise you will create student specific permission numbers.

Note: if you wish to set up student specific permission numbers for a class you must first notify the person in the Registrar's office who handles your course set up. They will need to set up the course so student specific permission can be assigned.

Follow the navigation instructions provided below to create student specific permission numbers.

1. From your **Administrator Homepage,** click on the **Classic Home** tile and navigate from the **Main Menu** to **Records and Enrollment > Term Processing > Class Permissions > Class Permissions**.

   The **Class Permission Numbers Find an Existing Value** page appears.

2. **Enter the desired Term and Subject Area codes in the fields provided or click on the magnifying glass icon** 🔍 **to lookup a term or subject (to narrow your search, type in the catalog number if you know it) and press the** `Search` **button.** A list of search results are returned at the bottom of your page.

3. Click on the class you wish to assign permission numbers. The Class Permission Numbers page will appear.

Notice that the Student Specific Permissions checkbox has a checkmark in it.

Note: the Expiration Date determines how long the permission number will be valid. The default Expiration Date is linked to the term/session calendar and thus will be different each quarter. You do not need to change the default Expiration Date, but you may change it if you wish by simply typing in a new expiration date.

4. Enter a student ID in the blank row provided and Tab out of the field. If you do not have the student ID, you can use the magnifying glass icon to search for a student by name. The system will automatically populate the Expire Dt field and the student's name will appear to the right of the ID field.

Seq # Number	The system generates a Sequence number assigned to each Permission based on the order it is created.
ID	The system creates a blank row for you to enter a Student ID. You can then insert additional rows for other students.
Status	The system displays the status of the Permission number. When the student enrolls, the system will verify that the Class has Student Specific Permissions and then it will check the Class Permission Numbers Table page for the specific student and change the Permission status from "Not Used" to "Used".
Expire Dt	Enter an Expire Date for the Permission. If the Permission is not used by that date, the student no longer has the Permission.
Permission Use Date	The system displays the date the Permission number was used by the student.

5. **Press the add a new row at row 1 icon ⊞ to insert additional rows for other students.**

6. **Click** the **Save** icon (🖫 Save) at the bottom of the page to save your work.