



**Background**

**Student Specific Permissions** are managed at the academic department level and can be a replacement for a Change of Schedule form. Setup is done to allow a student to register for a section of a class they would not normally be able to register for on their own. Overrides are granted to allow the student to register if the class is closed, if department consent is required, or if the period for student self-enrollment has already passed. Once the setup is complete, the student will receive an email and can enroll themselves into the class section.

**Navigating to the Class Permissions Set-up Page**

**Step 1: Use the Navigator to access the Class Permissions page**

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

**Step 2: Search for the class** Use the **term**, **subject area**, and **catalog number** to identify a section of a class.

### 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**

Use Saved Search: ▼

*Academic Institution	=	▼	<input type="text" value="UAZ00"/>	🔍
*Term	=	▼	<input style="border: 2px solid red;" type="text"/>	🔍
*Subject Area	=	▼	<input style="border: 2px solid red;" type="text"/>	🔍
Catalog Nbr	begins with	▼	<input style="border: 2px solid red;" type="text"/>	🔍
Academic Career	=	▼	<span style="border: 1px solid #ccc; padding: 2px 10px;">▼</span>	
Campus	begins with	▼	<input type="text"/>	🔍
Description	begins with	▼	<input type="text"/>	
Course ID	begins with	▼	<input type="text"/>	🔍
Course Offering Nbr	=	▼	<input type="text"/>	🔍
Academic Organization	begins with	▼	<input type="text"/>	

Case Sensitive

Search
Clear
Basic Search 
Save Search Criteria
Delete Saved Search

(continued)



**Step 3: Select permissions and enter Student ID:**

**Closed Class, Consent Required**, and **Permissions Time Period** are selected by default. You may adjust the permissions as needed as well as the **Expiration Date**.

Enter the **Student ID** number for the student. You may add additional rows by selecting the plus icon.

Click **Save** upon completion.

Permission to Add | Permission to Drop

Course ID [redacted] Course Offering Nbr 1  
 Academic Institution The University of Arizona  
 Term Fall 2022 Undergrad  
 Subject Area [redacted]  
 Catalog Nbr [redacted]

**Class Section Data** Find | View All First 17 of 22 Last

Session 1 Regular Academic Session Class Nbr [redacted] Class Status Active  
 Class Section 015 Class Type Enrollment Section  
 Component Seminar Instructor [redacted]

Student Specific Permissions

▼ Defaults

Expiration Date 10/30/2022

Permission Valid For

	Closed Class	Requisites Not Met	Consent Required	Permission Time Period
1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

Assign More Permissions [input type="text"/> Generate

**Class Permission Data** Personalize | Find [input type="text"/> [input type="text"/> First 1 of 1 Last

General Info | Permission | Comments [input type="text"/>

Seq #	ID	Name	Status	Permission Use Date	Expiration Date	
1	[input type="text"/>		Not Used		10/30/2022	[+/-]

Save | Return to Search | Notify

Permission to Add | Permission to Drop

**Step 4: Student enrollment** (Students will receive an email regarding the assigned permission once saved. Once the permission is assigned, students can use self-service to complete enrollment)

**Contact Information**

Please contact the Office of the Registrar with any questions regarding the enrollment process. You can contact us via email: [reghelp@arizona.edu](mailto:reghelp@arizona.edu) or phone: 520-621-3113.