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.

(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.

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 or phone: 520-621-3113.