**Class Permissions Navigation in Campus Solutions**

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**New Look in Panthersoft Fluid Upgrade**

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**Permission Types**

**Closed Class** – Permission to override a Full Class.

This permission should only be issued when the capacity of the classroom has been verified and another seat is really available. You must check Maintain Schedule of Classes>Meeting Tab>Facility ID Capacity to ensure the classroom has sufficient seats available to exceed the current enrollment total.

**Requisites Not Met –** Permission to override a co-req or pre-req requirement

**Consent Required** – Permission to enroll in a class with Instructor and/or Department Consent

**Career Restriction** – Permission to allow an Undergraduate student to enroll in a Graduate course or vice versa.

**Permission Time Period** – Select to allow students to enroll in a class during the enroll with permission time period. This time period is determined by a user's enrollment security access ID and by the time period end dates that are defined in the Session Time Period table.

**Frequently Asked Questions**

**Why is the plus sign not available in the Permissions screen?**

The number of available seats has been reached. In other words, the permits given out (if any) + the enrollment total are equal to the Requested Room Capacity.

How to resolve:

For Online Class Sections:

Is it an online class? Yes.

Are you issuing a Closed Class Permission and the Instructor has approved it? Yes.

Navigate to Requested Room Capacity under Maintain Schedule of Classes>Enrollment Cntrl Tab

Change the Requested Room Capacity to a higher number

Return to Class Permissions Page; you will now be able to generate more permissions for this section.

For any on-campus class section:

Is it an on-campus class? Yes.

Are you issuing a Closed Class Permission and the Instructor has approved it? Yes.

Is there enough seats in the classroom for you to issue a Closed Class Permission? Check by navigating to Maintain Schedule of Classes>Meetings Tab. Check the Facility ID field; the room capacity is next to it.

Change the Requested Room Capacity to the Room Capacity

Return to Class Permissions Page; you will now be able to generate more permissions for this section.

**What if I don’t want to issue a closed class permission for a class section, and I just want to issue a pre-req override for a student who will wait to see if a seat opens up in the class section, how do I generate more permits?**

Navigate to Maintain Schedule of Classes> Enrollment Cntrl Tab and increase the Requested Room Capacity field to a higher number. Never issue a Closed Class Permission for a class that has an **enrollment total** equal to the **classroom capacity.**

**I have no place to insert a panther id on the Permissions Page. What should I do?**

This usually means that the class is not set up for Student Specific Permissions. You will have to edit the Student Specific Permissions Checkbox under Maintain Schedule of Classes>Basic Data tab.