



There will be cases when a student will need additional authorization to enroll in a course. Giving Permission (on the <u>Course</u> or <u>Class</u> permissions page) will allow the student to process their own enrollment through Self-Service in MyUNLV. Class and course permissions are typically granted by academic advisors or departments. There is a full list of all of the permissions, when to grant them, and which page to use <u>below</u>.

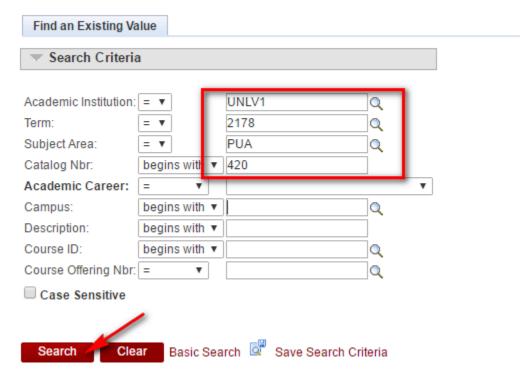
Adding Course Permissions

Course Permissions are granted when you want to give a student permission to add into any section of a particular course. Course Permissions ALWAYS override Class Permissions.

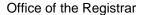
- 1. Navigate to Records and Enrollment>Term Processing>Class Permissions>Course Permissions
 - a. Search for the correct term and class

Course Permission

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

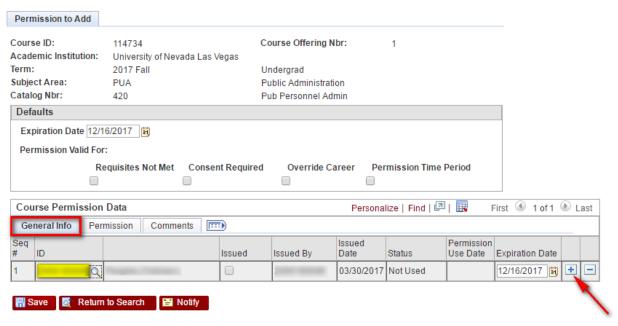


i. The search will open to the correct course since course permissions are not section specific

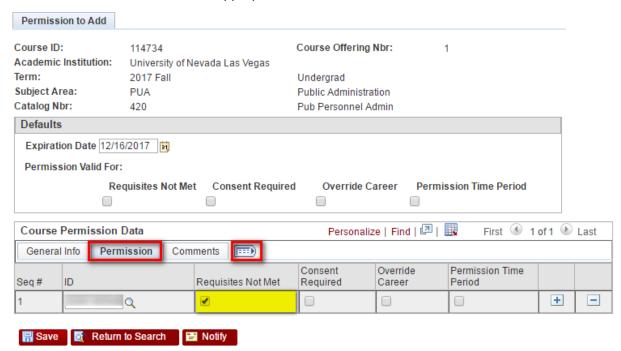


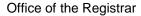


- b. Enter the student's ID number
 - If there is already a student entered you will need to click the plus sign to add a row



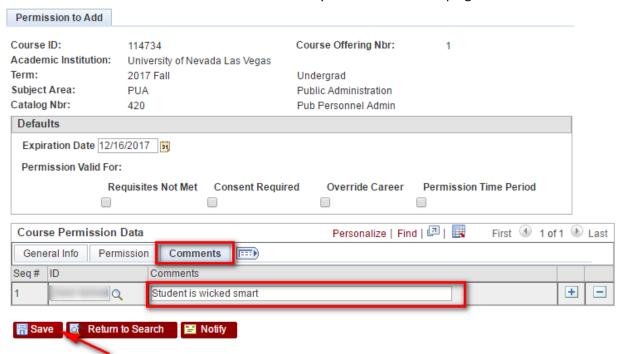
- c. You can select the Permission tab, or click the button to extend and see all of the fields
 - i. Select the appropriate Permissions



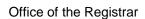




d. Use the Comments section to add any relevant record keeping information

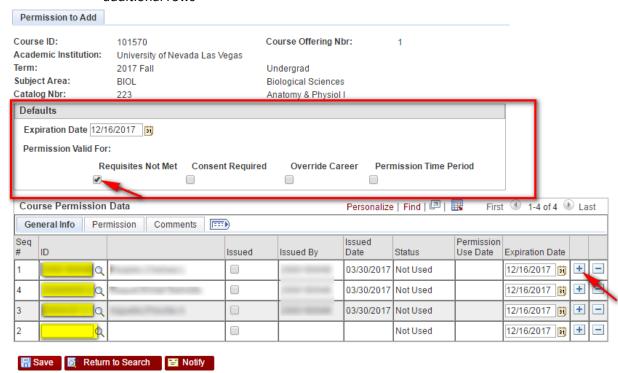


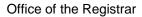
e. Click save





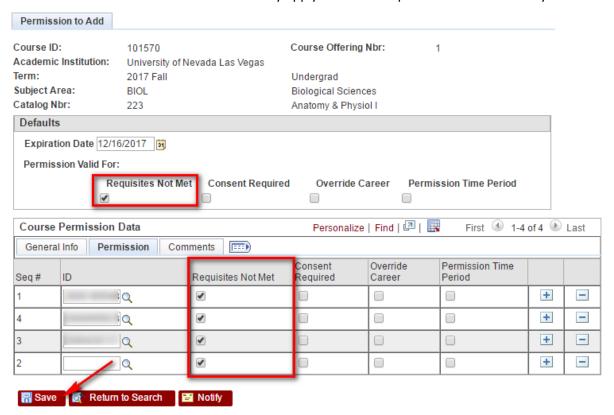
- 2. Defaults can be used to enter multiple rows of the same permission
 - a. The defaults can be used in Course OR Class permissions (the example below is using course)
 - b. Select the appropriate permissions and then click the plus sign to add that permission to additional rows



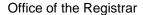




- c. Enter student NSHE ID's for each of the rows you added
 - i. This will automatically apply the selected permission to each row you added



d. Click save





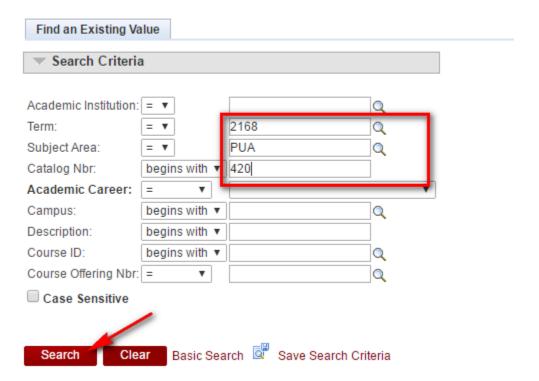
Adding Class Permissions

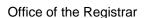
Class permissions are section specific. If a student needs permission for ART 135-1002 and the permission is entered for ART 135-1001, the student will receive an error as if they have not been given permission. Keep in mind, Permission to Drop is only on the Class Permissions page.

- 1. Navigate to Records and Enrollment>Term Processing>Class Permissions>Class Permissions
 - a. Search for the correct term and class

Class Permissions

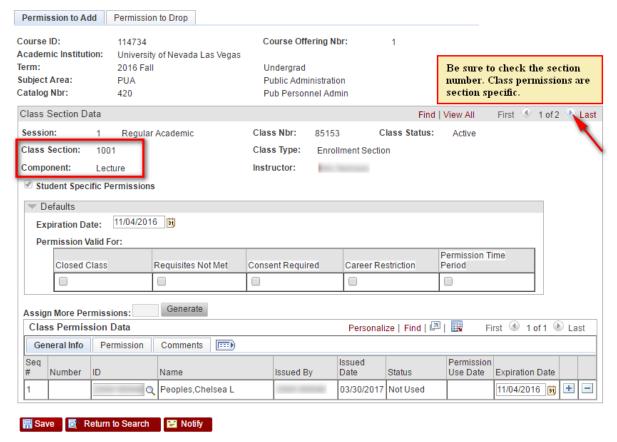
Enter any information you have and click Search. Leave fields blank for a list of all values.







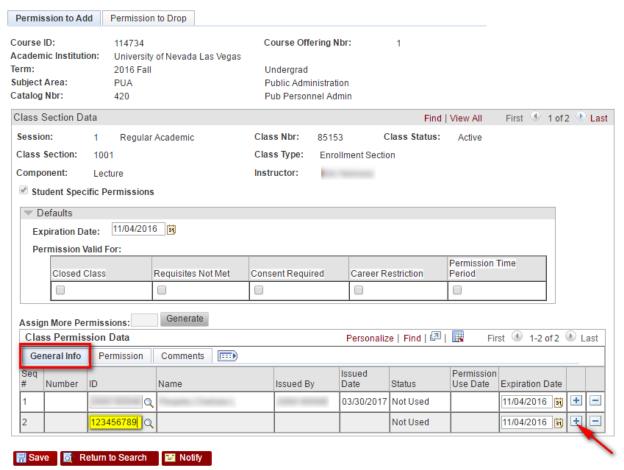
- i. You will need to verify the section number since Class Permissions are section specific
- ii. Click the arrows at the top to navigate to the section the student would like to add





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- b. Enter the student's ID number
 - i. If there is already a student entered you will need to click the plus sign to add a row

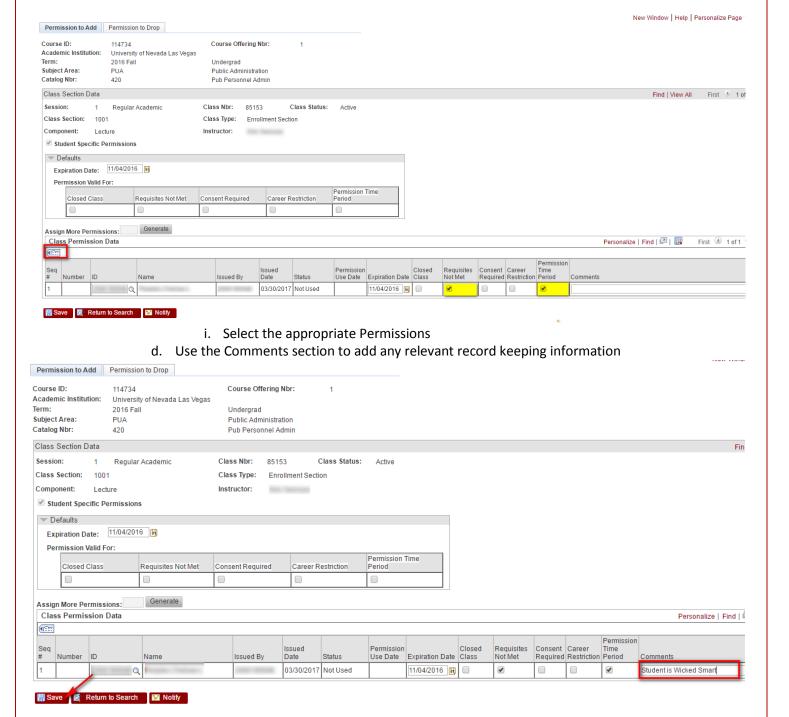




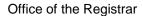


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c. You can select the Permission tab, or click the button to extend and see all of the fields



e. Click save

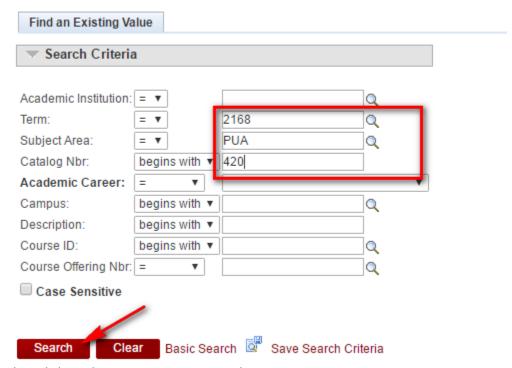




- 2. Permission to Drop
 - Courses that have Co-requisites (when a student needs to be enrolled in two classes simultaneously) will require Requisites not Met permission on the Permission to Drop tab
 - b. Courses that require consent to drop (rare) will require Consent Required permission on the Permission to Drop Tab
- 3. Navigate to Records and Enrollment>Term Processing>Class Permissions>Class Permissions
 - a. Search for the correct term and class

Class Permissions

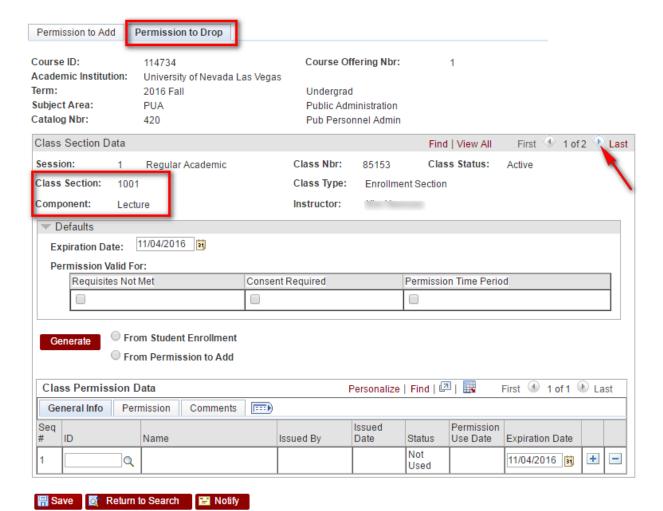
Enter any information you have and click Search. Leave fields blank for a list of all values.



b. Click on the Permission to Drop tab





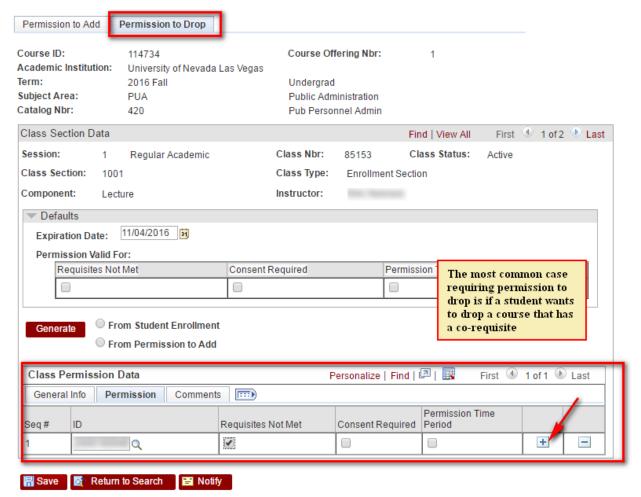


- i. You will need to verify the section number since Class Permissions are section specific
- ii. Click the arrows at the top to navigate to the section the student would like to drop
- c. Enter the NSHE and select the Permission
 - i. You may need to add a row if there is already a student listed

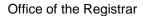




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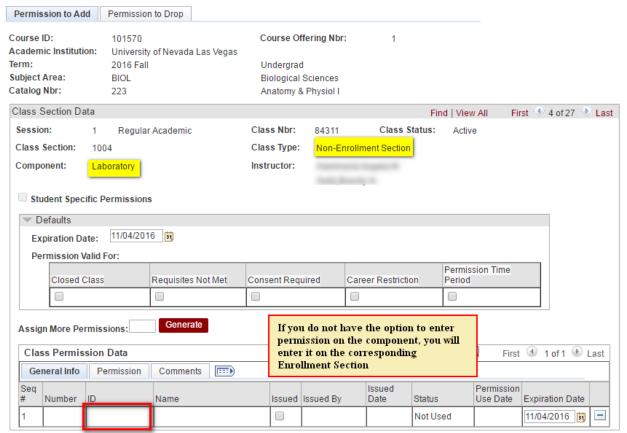


ii. If a student is getting permission to drop a co-requisite, they need permission to drop entered on BOTH classes even though they are only dropping one





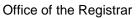
- 4. Other Tips/Notes:
 - a. If a class has multiple components (like a lecture and lab/discussion) you may only be able to grant permission for the lecture



- i. If you only have the option to grant permission on one component, it will carry over to additional components
- 5. Once a permission is marked as "Used" it cannot be used again



- a. If a student has used their permission and needs to make a change (like switching sections) you will need to enter the permissions again
- b. Add a row on the permission page and re-enter the new or updated permissions
- c. Click save

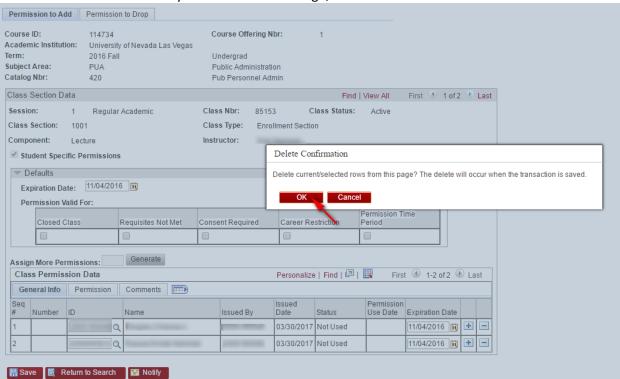


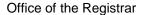


6. Permissions that have not been used can be deleted



- Return to Search ☑ Notify
 - a. Click the minus sign next to the row you would like to delete
 - i. Once you select the minus sign, click Ok to confirm







Types of Permissions

- Closed Class
 - a. classes will close once the maximum capacity has been reached AND there is no waitlist available
 - i. Students who wish to obtain permission to join a full class must speak to the department offering the course
 - 1. Verbal or written permission from the professor alone will not suffice
 - 2. Closed class is only available on the Class Permissions page

2. Requisites Not Met

- a. Many courses have requisite coursework, classes a student must take prior (Pre) or at the same time (Co) as the class they are trying to enroll in
 - Requisites can also require certain test scores, academic level, or major. If a student does not meet these requisites or they satisfied them at another institution and feels they should be allowed to take the class they will need permission from the department
 - Requisites can be added on the Course or Class Permissions page which will allow the student to enroll in Self-Service Enrollment assuming there are no additional errors

3. Consent Required

- a. A small number of courses at UNLV require department consent to register
 - i. Typically students will need department consent to enroll in internships, externships, dissertation credits, etc
 - ii. There are other classes that may require this consent
 - The student will need to visit the department who will mark this permission based upon whatever criteria the department has established

4. Career Restriction

- a. Students enrolling in a course outside of their career, particularly undergraduates taking a graduate course are not usually permitted
 - The student can obtain permission from the department to register in these classes who will grant it based upon whatever criteria the department has established

5. Permission Time Period

- a. Only used during late registration. This permission allows a student to enroll in a class after the add/drop period.
- The department offering the class will enter the permission on the Class Permissions
 Page and the student will enroll using Self-Service Enrollment if they are ADDING a class
 - Students who are trying to swap one class for another will need to come into the Registrar's Office where the student will be added into the class in Quick Enroll