

There will be cases when a student will need additional authorization to enroll in a course. Giving Permission (on the [Course](#) or [Class](#) 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 [below](#).

### 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.

Find an Existing Value

▼ Search Criteria

Academic Institution:	= ▼	UNLV1	🔍
Term:	= ▼	2178	🔍
Subject Area:	= ▼	PUA	🔍
Catalog Nbr:	begins with ▼	420	
Academic Career:	= ▼		▼
Campus:	begins with ▼		🔍
Description:	begins with ▼		
Course ID:	begins with ▼		🔍
Course Offering Nbr:	= ▼		🔍

☐ Case Sensitive

Search

Clear

[Basic Search](#)
[Save Search Criteria](#)

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

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

**Permission to Add**

Course ID: 114734 Course Offering Nbr: 1  
 Academic Institution: University of Nevada Las Vegas  
 Term: 2017 Fall Undergrad  
 Subject Area: PUA Public Administration  
 Catalog Nbr: 420 Pub Personnel Admin

**Defaults**


Expiration Date: 12/16/2017 [31]  
 Permission Valid For:  
☐ Requisites Not Met ☐ Consent Required ☐ Override Career ☐ Permission Time Period

**Course Permission Data** Personalize | Find | [Grid Icon] First 1 of 1 Last

**General Info** | Permission | Comments [Extend Icon]

Seq #	ID	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date		
1	[Search Icon]	<input type="checkbox"/>		03/30/2017	Not Used		12/16/2017 [31]	[+]	[-]

[Save] [Return to Search] [Notify]



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

i. Select the appropriate Permissions

**Permission to Add**

Course ID: 114734 Course Offering Nbr: 1  
 Academic Institution: University of Nevada Las Vegas  
 Term: 2017 Fall Undergrad  
 Subject Area: PUA Public Administration  
 Catalog Nbr: 420 Pub Personnel Admin

**Defaults**

Expiration Date: 12/16/2017 [31]  
 Permission Valid For:  
☐ Requisites Not Met ☐ Consent Required ☐ Override Career ☐ Permission Time Period

**Course Permission Data** Personalize | Find | [Grid Icon] First 1 of 1 Last

General Info | **Permission** | Comments [Extend Icon]

Seq #	ID	Requisites Not Met	Consent Required	Override Career	Permission Time Period		
1	[Search Icon]	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	[+]	[-]

[Save] [Return to Search] [Notify]

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

Permission to Add

Course ID: 114734
Course Offering Nbr: 1

Academic Institution: University of Nevada Las Vegas

Term: 2017 Fall
Undergrad

Subject Area: PUA
Public Administration

Catalog Nbr: 420
Pub Personnel Admin

Defaults

Expiration Date 12/16/2017

Permission Valid For:

Requisites Not Met
Consent Required
Override Career
Permission Time Period

Course Permission Data
Personalize | Find |
First 1 of 1 Last

General Info
Permission
Comments

Seq #	ID	Comments
1		Student is wicked smart

Save
Return to Search
Notify

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

**Permission to Add**

Course ID: 101570      Course Offering Nbr: 1

Academic Institution: University of Nevada Las Vegas

Term: 2017 Fall      Undergrad

Subject Area: BIOL      Biological Sciences

Catalog Nbr: 223      Anatomy & Physiol I

**Defaults**

Expiration Date: 12/16/2017

Permission Valid For:

☒ Requisites Not Met  
 ☐ Consent Required  
 ☐ Override Career  
 ☐ Permission Time Period

**Course Permission Data**      Personalize | Find |      First 1-4 of 4 Last

General Info | Permission | Comments

Seq #	ID	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date		
1		<input type="checkbox"/>		03/30/2017	Not Used		12/16/2017		
4		<input type="checkbox"/>		03/30/2017	Not Used		12/16/2017		
3		<input type="checkbox"/>		03/30/2017	Not Used		12/16/2017		
2		<input type="checkbox"/>			Not Used		12/16/2017		


Save  
 Return to Search  
 Notify

- 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

**Permission to Add**

Course ID: 101570      Course Offering Nbr: 1  
 Academic Institution: University of Nevada Las Vegas  
 Term: 2017 Fall      Undergrad  
 Subject Area: BIOL      Biological Sciences  
 Catalog Nbr: 223      Anatomy & Physiol I

**Defaults**

Expiration Date: 12/16/2017 



Permission Valid For:


☒ Requisites Not Met













☐ Consent Required




☐ Override Career

☐ Permission Time Period

**Course Permission Data** Personalize | Find |  |  First 1-4 of 4 Last

General Info | **Permission** | Comments 

Seq #	ID	Requisites Not Met	Consent Required	Override Career	Permission Time Period		
1	<input type="text"/> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
4	<input type="text"/> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
3	<input type="text"/> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
2	<input type="text"/> 	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

 Save
  Return to Search
  Notify

- 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.

Find an Existing Value

▼ Search Criteria

Academic Institution: = ▼

Term: = ▼

Subject Area: = ▼

Catalog Nbr: begins with ▼

Academic Career: = ▼

Campus: begins with ▼

Description: begins with ▼

Course ID: begins with ▼

Course Offering Nbr: = ▼

☐ Case Sensitive

2168

PUA

420

Search

Clear

[Basic Search](#)
[Save Search Criteria](#)

- 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

Permission to Add
Permission to Drop

Course ID: 114734      Course Offering Nbr: 1

Academic Institution: University of Nevada Las Vegas

Term: 2016 Fall      Undergrad

Subject Area: PUA      Public Administration

Catalog Nbr: 420      Pub Personnel Admin

**Be sure to check the section number. Class permissions are section specific.**

Class Section Data      Find | View All      First 1 of 2 Last

Session: 1      Regular Academic      Class Nbr: 85153      Class Status: Active

Class Section: 1001      Class Type: Enrollment Section

Component: Lecture      Instructor: [REDACTED]

☒ Student Specific Permissions

Defaults

Expiration Date: 11/04/2016 [ST]

Permission Valid For:

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

Assign More Permissions: [ ] Generate

Class Permission Data      Personalize | Find | [ ] [ ]      First 1 of 1 Last

General Info    Permission    Comments    [ ]

Seq #	Number	ID	Name	Issued By	Issued Date	Status	Permission Use Date	Expiration Date		
1		[REDACTED]	Peoples,Chelsea L	[REDACTED]	03/30/2017	Not Used		11/04/2016 [ST]	[+]	[-]

Save

Return to Search

Notify

- 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

Permission to Add
Permission to Drop

Course ID: 114734

Academic Institution: University of Nevada Las Vegas

Term: 2016 Fall

Subject Area: PUA

Catalog Nbr: 420

Course Offering Nbr: 1

Undergrad

Public Administration

Pub Personnel Admin

**Class Section Data** Find | View All First 1 of 2 Last

Session: 1 Regular Academic Class Nbr: 85153 Class Status: Active

Class Section: 1001 Class Type: Enrollment Section

Component: Lecture Instructor: [REDACTED]

☒ Student Specific Permissions

Defaults

Expiration Date: 11/04/2016

Permission Valid For:

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

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1-2 of 2 Last

General Info
Permission
Comments

Seq #	Number	ID	Name	Issued By	Issued Date	Status	Permission Use Date	Expiration Date		
1		[REDACTED]	[REDACTED]	[REDACTED]	03/30/2017	Not Used		11/04/2016	<input type="button" value="+"/>	<input type="button" value="-"/>
2		123456789	[REDACTED]			Not Used		11/04/2016	<input type="button" value="+"/>	<input type="button" value="-"/>

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

New Window | Help | Personalize Page

Permission to Add
Permission to Drop

Course ID: 114734 Course Offering Nbr: 1  
Academic Institution: University of Nevada Las Vegas  
Term: 2016 Fall Undergrad  
Subject Area: PUA Public Administration  
Catalog Nbr: 420 Pub Personnel Admin

**Class Section Data** Find | View All First 1 of 1

Session: 1 Regular Academic Class Nbr: 85153 Class Status: Active  
Class Section: 1001 Class Type: Enrollment Section  
Component: Lecture Instructor: [Redacted]

☒ Student Specific Permissions

**Defaults**

Expiration Date: 11/04/2016

Permission Valid For:

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

Assign More Permissions:

**Class Permission Data** Personalize | Find | First 1 of 1

☒

Seq #	Number	ID	Name	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
1					03/30/2017	Not Used		11/04/2016	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

i. Select the appropriate Permissions

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

Permission to Add
Permission to Drop

Course ID: 114734 Course Offering Nbr: 1  
Academic Institution: University of Nevada Las Vegas  
Term: 2016 Fall Undergrad  
Subject Area: PUA Public Administration  
Catalog Nbr: 420 Pub Personnel Admin

**Class Section Data** Fin

Session: 1 Regular Academic Class Nbr: 85153 Class Status: Active  
Class Section: 1001 Class Type: Enrollment Section  
Component: Lecture Instructor: [Redacted]

☒ Student Specific Permissions

**Defaults**

Expiration Date: 11/04/2016

Permission Valid For:

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

Assign More Permissions:

**Class Permission Data** Personalize | Find |

☒

Seq #	Number	ID	Name	Issued By	Issued Date	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period	Comments
1					03/30/2017	Not Used		11/04/2016	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	Student is Wicked Smart

e. Click save

2. Permission to Drop
  - a. 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.

Find an Existing Value

▼ Search Criteria

Academic Institution:	= ▼	<input type="text"/>	🔍
Term:	= ▼	<input type="text" value="2168"/>	🔍
Subject Area:	= ▼	<input type="text" value="PUA"/>	🔍
Catalog Nbr:	begins with ▼	<input type="text" value="420"/>	🔍
Academic Career:	= ▼	<input type="text"/>	🔍
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"/>	🔍

☐ Case Sensitive

Search

Clear

[Basic Search](#)
[Save Search Criteria](#)

- b. Click on the Permission to Drop tab

Permission to Add **Permission to Drop**

Course ID: 114734 Course Offering Nbr: 1  
 Academic Institution: University of Nevada Las Vegas  
 Term: 2016 Fall Undergrad  
 Subject Area: PUA Public Administration  
 Catalog Nbr: 420 Pub Personnel Admin

**Class Section Data** Find | View All First 1 of 2 Last  
 Session: 1 Regular Academic Class Nbr: 85153 Class Status: Active  
**Class Section: 1001** Class Type: Enrollment Section  
 Component: Lecture Instructor: [Redacted]

**Defaults**  
 Expiration Date: 11/04/2016  
 Permission Valid For:  

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

**Generate** ☐ From Student Enrollment  
☐ From Permission to Add

**Class Permission Data** Personalize | Find | First 1 of 1 Last  
 General Info | Permission | Comments  

Seq #	ID	Name	Issued By	Issued Date	Status	Permission Use Date	Expiration Date		
1	<input type="text"/>				Not Used		11/04/2016	<input type="button" value="+"/>	<input type="button" value="-"/>

**Save** **Return to Search** **Notify**

- 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

Permission to Add **Permission to Drop**

Course ID: 114734 Course Offering Nbr: 1  
 Academic Institution: University of Nevada Las Vegas  
 Term: 2016 Fall Undergrad  
 Subject Area: PUA Public Administration  
 Catalog Nbr: 420 Pub Personnel Admin

Class Section Data Find | View All First 1 of 2 Last  
 Session: 1 Regular Academic Class Nbr: 85153 Class Status: Active  
 Class Section: 1001 Class Type: Enrollment Section  
 Component: Lecture Instructor:

▼ Defaults  
 Expiration Date: 11/04/2016  
 Permission Valid For:

Requisites Not Met	Consent Required	Permission
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**The most common case requiring permission to drop is if a student wants to drop a course that has a co-requisite**

**Generate** ☐ From Student Enrollment  
☐ From Permission to Add

Class Permission Data Personalize | Find | First 1 of 1 Last  
 General Info **Permission** Comments

Seq #	ID	Requisites Not Met	Consent Required	Permission Time Period		
1		<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Save** **Return to Search** **Notify**

- 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

Permission to Add | Permission to Drop

Course ID: 101570 Course Offering Nbr: 1  
Academic Institution: University of Nevada Las Vegas  
Term: 2016 Fall Undergrad  
Subject Area: BIOL Biological Sciences  
Catalog Nbr: 223 Anatomy & Physiol I

Class Section Data Find | View All First 4 of 27 Last

Session: 1 Regular Academic Class Nbr: 84311 Class Status: Active  
Class Section: 1004 Class Type: Non-Enrollment Section  
Component: Laboratory Instructor:

☐ Student Specific Permissions

Defaults

Expiration Date: 11/04/2016

Permission Valid For:

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

Assign More Permissions:

If you do not have the option to enter permission on the component, you will enter it on the corresponding Enrollment Section

Class Permission Data First 1 of 1 Last

Seq #	Number	ID	Name	Issued	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1				<input type="checkbox"/>			Not Used		11/04/2016

- 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

Assign More Permissions:



Class Permission Data Personalize | Find | First 1-2 of 2 Last






Seq #	Number	ID	Name	Issued By	Issued Date	Status	Permission Use Date	Expiration Date
1					04/27/2016	Used	04/27/2016	11/11/2016
2					05/19/2016	Used then Dropped	06/22/2016	11/11/2016




- 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

Assign More Permissions:

Class Permission Data Personalize | Find |   First 1-2 of 2 Last

Seq #	Number	ID	Name	Issued By	Issued Date	Status	Permission Use Date	Expiration Date		
1		<input type="text"/>	<input type="text"/>		03/30/2017	Not Used		11/04/2016		 
2		<input type="text"/>	<input type="text"/>		03/30/2017	Not Used		11/04/2016		 

 Save  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

Permission to Add  Permission to Drop


Course ID: 114734 Course Offering Nbr: 1  
 Academic Institution: University of Nevada Las Vegas  
 Term: 2016 Fall Undergrad  
 Subject Area: PUA Public Administration  
 Catalog Nbr: 420 Pub Personnel Admin

Class Section Data Find | View All First 1 of 2 Last

Session: 1 Regular Academic Class Nbr: 85153 Class Status: Active  
 Class Section: 1001 Class Type: Enrollment Section  
 Component: Lecture Instructor:

☒ Student Specific Permissions



Defaults







Expiration Date: 11/04/2016 




Permission Valid For:

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

Assign More Permissions:

Class Permission Data Personalize | Find |   First 1-2 of 2 Last

Seq #	Number	ID	Name	Issued By	Issued Date	Status	Permission Use Date	Expiration Date		
1		<input type="text"/>	<input type="text"/>		03/30/2017	Not Used		11/04/2016		 
2		<input type="text"/>	<input type="text"/>		03/30/2017	Not Used		11/04/2016		 

 Save  Return to Search  Notify

### Types of Permissions

1. 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
    - i. 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
      1. 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
      1. 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
    - i. 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.
  - b. 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
    - i. 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