

Campus Connection User Tutorial

Assigning Class Permissions

This is for faculty and staff to assign electronic class permissions in Campus Connection without issuing a paper class permit.

Navigation: Records and Enrollment > Term Processing > Class Permissions

Instructions:

1. Enter term, subject, catalog number and click search.
2. If more than one section of a course is offered, click on appropriate class section by using the **View All or arrow** button on the blue bar that runs across the top of screen.
3. Default settings may be entered for **expiration date** and types of restrictions to be overridden with class permissions. Permissions may be assigned to override:
 - Closed Classes –
 - Note:* Classroom capacities may not be exceeded due to fire codes. Classroom specs are available at <http://www.ndsu.edu/registrar/reservations/classrooms.html>
 - Class Requisites (prerequisites, co-requisites, program and other restrictions)
 - Department Consent

PLEASE do not assign Class Permissions to override careers (UGRD, GRAD, PROF). Special forms and university procedures are needed for this type of override.
4. Individual permissions may be assigned to students:
 - Enter **Student ID number and expiration date**, which must be on or before the last day to add online (see [Dates and Deadlines](#)).
5. Click **Save**. Student may register through portal until the expiration date.
6. To add more student permissions to a particular section, click the + button and follow steps above.

Permission to Add
Permission to Drop

Course ID: 038218

Academic Institution: North Dakota State University

Term: 2008 Fall

Subject Area: MATH

Catalog Nbr: 146

Course Offering Nbr: 1

Undergrad

Mathematics

Applied Calculus I

Class Section Data
Find | View All
First 3 of 24 Last

Session: 1 Regular Academic Session **Class Nbr:** 5663 **Class Status:** Active

Class Section: 03 **Class Type:** Enrollment Section

Component: Lecture **Instructor:**

Student Specific Permissions

▼ Defaults

Expiration Date:

Permission Valid For:

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

Assign More

Permissions:

Class Permission Data
Find
First 1 of 1 Last

General Info
Permission
Comments

Seq #	Number	ID	Status	Permission Use Date	Expiration Date
1		<input type="text" value=""/>	Not Used		08/31/2008