Business Process Guide

for

Class and Course Permission Overrides
# Student Records – Permission Overrides

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Purpose

The purpose of the Permission Assignment pages is to allow staff members with appropriate security to post overrides with expiration dates for an individual student on the class level or the course level (by offering). Once an override is posted, the student can use Self Service to process the enrollment request on or before the expiration date.

The following overrides can be posted using the Class Permission Assignment Pages and the Course Permission Assignment Page.

<table>
<thead>
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<tbody>
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<td>Unit Load</td>
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<td></td>
</tr>
</tbody>
</table>

Depending on your security setup, you may be able to post all overrides, a limited number of overrides or no overrides at all. In addition, your security may limit you to post overrides for only a limited number of classes or courses (i.e. those within your own department and/or college).

Navigation

Records and Enrollment>Term Processing>Class Permissions>**Class Permission Assignment**

Records and Enrollment>Term Processing>Class Permissions>**Course Permission Assignment**
Prerequisites

Prerequisites and Assumptions

Before you can successfully view/update/assign overrides on the permission assignment pages, it is assumed that each of the following conditions has been met.

- You have completed the “Navigation in PeopleSoft” training and understand the basics of getting around in the system.
- You have completed the “OASIS: FERPA Refresher (any section)” on-line training.

Helpful Hints

- Notice the operators available to broaden or narrow your search. Available operators may include “begins with”, “contains”, “=”, “not=”, “<”, “<=”, “>”, “>=”, “between”, or “in”, depending on the type of field you are searching on.

- When viewing pages in OASIS, it is important to pay attention to multiple rows of information that might be available to view. This is particularly important on the class assignment page because each contains information on a different class. If the page you are viewing has rows, row numbers will display in the upper right hand portion of the blue header bar(s).

  Clicking on “first” takes you to the first row; “Last” takes you to the last row. Click on the right or left arrow to advance or return to the next available row. “Find” allows you to enter a search string, such as a class number, to conduct a search and “View All” opens a view of all rows.
Terminology

**Class Number:** Identifies the particular section of a class being offered in a given term/session. (Similar to schedule line number)

**ID:** Ten digit Affiliate ID number

**Term Values:** Term values are 4 digits:
- **1st** digit is the first two numbers of the year added together (ex: 2 for 2006)
- **2nd** and **3rd** digits are the last two numbers of the year (ex: 06 for 2006)
- **4th** digit represents the term: 1=Spring, 4=Summer, 7=Fall, 9=Winter
- Fall 2007 is represented as 2077
Procedure to Enter Class Permissions

Class Permissions assign permission for a student to enroll in a certain section of a class. They are assigned by class number.

**Path:** Records and Enrollment>Term Processing>Class Permissions>Class Permission Assignment

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**Class Permissions**

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

- **Find an Existing Value**

  - **Academic Institution:** ASU00
  - **Term:**
  - **Subject Area:**
  - **Catalog Nbr:** begins with
  - **Academic Career:**
  - **Campus:** begins with
  - **Description:** begins with
  - **Course ID:** begins with
  - **Course Offering Nbr:**

  □ Case Sensitive

---

**Step 1**

Enter the term, subject area, and catalog number. For example,

- **Term = 2077 (fall 2007)**
- **Subject Area = HST**
- **Catalog Number = 102**

To narrow the search further, you may enter additional information such as academic career, campus, description, course ID, or course offering number. However, be careful about narrowing too much. If the search is too narrow, you may not find the class you are looking for.
Step 2  
Click the **Search** button. If there is more than one course offering, the search results will display at the bottom of the page (see screen shot below).

---

### Class Permissions

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

#### Find an Existing Value

- **Academic Institution:** ASU00
- **Term:** 2077
- **Subject Area:** HST
- **Catalog Nbr.:** begins with 102
- **Academic Career:**
- **Campus:**
- **Description:**
- **Course ID:**
- **Course Offering Nbr.:**

#### Search Results

<table>
<thead>
<tr>
<th>Academic Institution</th>
<th>Subject Area</th>
<th>Catalog Nbr.</th>
<th>Academic Career</th>
<th>Campus</th>
<th>Description</th>
<th>Course ID</th>
<th>Course Offering Nbr.</th>
</tr>
</thead>
<tbody>
<tr>
<td>ASU00</td>
<td>2077</td>
<td>HST 102</td>
<td>Undergrad</td>
<td>POLY</td>
<td>Western Civilization</td>
<td>101531</td>
<td>3</td>
</tr>
<tr>
<td>ASU00</td>
<td>2077</td>
<td>HST 102</td>
<td>Undergrad</td>
<td>TEMPE</td>
<td>Western Civilization</td>
<td>101531</td>
<td>1</td>
</tr>
</tbody>
</table>
Step 3  Click on the desired course offering. The following page will display.

Step 4  Use the arrow keys - ← or → - to scroll through the rows to find the desired class number.

OR

If you already know the class number, click on “Find”, enter the class number, click OK and the selected row should display. Confirm that the correct row displays.

REMEMBER: Depending on your security setup, you may be able to post all overrides, a limited number of overrides or no overrides at all. In addition, your security may limit you to post overrides for only a limited number of classes or courses (i.e. those within your own department and/or college).
Step 5

Below the blue “Class Permissions” bar, notice four tabs: Student, Overrides 1, Overrides 2, and Overrides 3. Once the correct class displays, enter relevant information on these tabs to assign the override and SAVE. Screen shots appear above (Student Tab) and below (Overrides 1, Overrides 2 and Overrides 3). The student can then use self service to enroll and the system will assign the override, as long as open enrollment is still available to students and as long as the override expiration date has not passed.

- If other students have already been assigned overrides for the class, rows of information including their names and override information will display. To add your student, simply click on the key to add a row, and then enter the relevant information to assign your student the override and SAVE.

- If an override has already been assigned to your student for that class, but you wish to change the entry or need to assign another override, do not add a row. Simply enter or update the information on the original row.

**Student Tab**

(screen shot displays on pg 8)

**Seq #** - The system generates a sequence number and assigns it to each permission based on the order you create the permissions.

"Not Used" – If the student has not yet used the override, "Not Used" will display. When the override has been used, this space will be blank and a date will display under "Use Dt".

**ID** - Enter the ID number of the student for whom the override will be given.

**Use Dt** – If the student has enrolled using this override, the date the student processed the transaction will display here.

**Perm Type** - Permission types are “Add” or “Drop”. “Add” is the default value and is the correct choice for entering an override for a student.

[+] [-] - Use the [+] key to add a row and [-] to delete a row. Add a row to add a new student to the override list. Delete a row to remove the student from the list.
Override Class Limit - Select to override class section capacity, combined section capacity, and reserve capacity sizes.

Override Class Permission - Select to override general permission and student-specific permission requirements, academic career pointers, and career pointer exception rules.
Overrides 2 Tab

Permission Expire Date – For each individual override, enter the date on which you would like the override to expire. The default date is the transaction deadline for the relevant term.

Override Requisites - Select to have the enrollment engine bypass requisite checking (course edits).
Override Time Conflict - Select to disable time conflict checking for class sections when you process the enrollment request. Note: this overrides ALL time conflicts for this enrollment request.
Procedure to Enter Course Permissions

Course Permissions are assigned to grant permission for a student to enroll in any section of a course. They are assigned by offering number.

**Path:** Records and Enrollment>Term Processing>Class Permissions>Course Permission Assignment

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**Step 1**

Enter the term, subject area, and catalog number. For example,
Term = 2077 (fall 2007)   Subject Area = PGS   and Catalog Number = 101
To narrow the search further, you may enter additional information such as academic career, campus, description, course ID, or course offering number.

**Step 2**
Click the **Search** button. If there is more than one course offering, the search results will display at the bottom of the page (see screen shot below).
Step 3  Click on the desired course offering. The following page will display.

Step 4  Confirm that the correct course offering number displays.
Student Records – Permission Overrides
Arizona State University

Step 5
Notice the three tabs located above the blue bar: Student, Overrides 1, and Overrides 2. Enter relevant information on these tabs to assign the override and SAVE. Screen shots appear above (Student Tab) and below (Overrides 1, and Overrides 2). The student can then use self service to enroll and the system will assign the override, as long as open enrollment is still available and as long as the override expiration date has not passed.

° If other students have already been assigned overrides for the course, rows of information including their names and override information will display. To add your student, simply click on the key to add a row, and then enter the relevant information to assign your student the override and SAVE.

° If an override has already been assigned to your student for the course, but you wish to change the entry or need to assign another override, do not add a row. Simply enter or update the information on the original row.

Student Tab
(screen shot displays on pg 15)

Seq # - The system generates a sequence number and assigns it to each permission based on the order you create the permissions

"Not Used" – If the student has not yet used the override, “Not Used” will display. When the override has been used, this space will be blank and a date will display under “Use Dt”.

*ID - Enter the ID number of the student for whom the override will be given.

Use Dt – If the student has enrolled using this override, the date the student processed the transaction will display here.

Perm Type - Permission types are “Add” or “Drop”. “Add” is the default value and is the correct choice for entering an override for a student.

± - Use the key to add a row and to delete a row. Add a row to add a new student to the override list. Delete a row to remove the student from the list.
Overrides 1 Tab

**Permission Expire Date** – For each individual override, enter the date on which you would like the override to expire. The default date is the transaction deadline for the relevant term.

**Override Class Limit** - Select to override class section capacity, combined section capacity, and reserve capacity sizes.

**Override Class Permission** - Select to override general permission and student-specific permission requirements, academic career pointers, and career pointer exception rules.
Overrides 2 Tab

Permission Expire Date – For each individual override, enter the date on which you would like the override to expire. The default date is the transaction deadline for the relevant term.

Override Requisites - Select to have the enrollment engine bypass requisite checking (course edits).

Override Time Conflict - Select to disable time conflict checking for class sections when you process the enrollment request. Note: this overrides ALL time conflicts for this enrollment request.
Results

Faculty and/or staff members with appropriate security will be able to post overrides with expiration dates for individual students on the class level or the course level (by offering).

Following is a list of available overrides that may be posted using the Class Permission Assignment Pages and the Course Permission Assignment Pages.

<table>
<thead>
<tr>
<th>Class Limit</th>
<th>Time Conflict</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unit Load</td>
<td>Career</td>
</tr>
<tr>
<td>Class Permission</td>
<td>Service Indicator</td>
</tr>
<tr>
<td>Requisites</td>
<td></td>
</tr>
</tbody>
</table>