

OVERVIEW

This topic demonstrates how to indicate if students must get permission from the class instructor or department in order to register for it. If permission is required to enroll in the class, then the Permission Requests screen of the Faculty Center will be used to grant or deny the permission requests from students.

After Print = ✓

Use the directions in this topic to require that students get permission from the instructor of record (or department) in order to register for the class.

Note: Begin by logging into the SIS at case.edu/sis with your CWRU Network ID and password.

1. From the NavBar, select Navigator > Curriculum Management > Schedule of Classes > **Maintain Schedule of Classes**.

The **Maintain Schedule of Classes** search screen appears.

2. Click **Look up Academic Institution** and select CASE1.
3. Click **Look up Term** and select the appropriate term from the list.
4. Click **Search**.
5. All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class.
6. The **Basic Data** tab appears. Click the **Enrollment Control** tab.

Before making changes, please make sure that you are viewing the correct class section by looking at the **Class Section** field.

If necessary, use the arrow buttons in the Enrollment Control header to locate the correct section.

7. The **Add Consent** field indicates if permission is needed from an instructor or department in order for a student to enroll in the class.

The value in the **Add Consent** field defaults from the previous like-semester's indication.

To change the value, click the **Add Consent** dropdown list.

8. Select the appropriate value from the dropdown list.
 - **No Special Consent Required** - Students do not need permission to add the class. Inst Cnsnt Instructor
 - **Instructor Consent Required** - The instructor must give permission to every student that requests to add the class.
 - **Department Consent Required** - The academic organization that facilitates the course must give permission to every student that requests to add the class.

9. Click **Save**.

This completes the process of requiring that a student obtain instructor or department permission to register for a class.

Refer to the remaining job aids in this section to assist with additional edits to the schedule of classes.