Quick Guide: Granting permissions to register for a specific class/section

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1. After you have logged into your CUNYfirst account, select **HR/Campus Solutions** on the left side Enterprise Menu

2. You will get a popup window with more options.
   a. Note: Please view the [Obtaining Student ID](#) document if you do not already have the student’s emplid or need help obtaining it.

3. Click on **Records and Enrollment**
4. Click on **Term Processing**
5. Click on **Class Permissions**
6. Click on **Class Permissions** once again
7. On the class permission page, fill out the following info:
   a. **Academic Institution**: HTR01 for "Hunter"
   b. **Term**: 1139 for "1 -- 13 -- 9" or "21st century -- 2013 -- Sept = 9" or "Fall 2013"
   c. **Subject Area**: the familiar acronyms from SIMS still work, e.g. SOC for "Sociology";
      i. You can also click the Magnifying Glass icon (🔍) to search for subject areas
   d. **Catalog nbr** is the "course number" in SIMS; fill up to 5 digits using zeros
8. Click **Search**
   Note: Your search will fail ("no results found") if you select a subject area outside your own department.
9. Note that we get only one result as we have entered a specific **Catalog Nbr**; the different sections are shown on the next page.

10. Use the arrow buttons on the top right to bring up other sections of the course.
   a. Note that the class has been set up for **Student Specific Permissions** (at Hunter, we do not use the alternative system Cf offers, handing out "permission numbers")

11. The **Defaults** box shows the five separate permissions you can grant. To clarify what a check mark means:
   a. **Closed Class** – if checked you give permission for that student to be "overtallied" into the course
   b. **Requisites Not Met** – if checked you give permission to waive that student’s pre-requisites for the course
   c. **Consent Required** – usually graduate students need this box checked (this is general permission to take course)
   d. **Career Restriction** – if checked you give permission for a graduate student to take an undergraduate course or for an undergraduate student to take a graduate course
   e. **Permission Time Period** – a very technical issue related to Cf. We ask that you do not check this box as there are problems with this specific permission.

   **Note:** All boxes are checked by default. So, you need to take away what you do not want to grant. Whatever you set up in the **Defaults** box carries over to each row you add in the **Class Permission Data** box – by clicking the **+** button in the lower right corner. (In case you want to enter permissions for several students at the same time.)
12. After selecting/deselecting the specific permissions, enter the student ID into the box at the bottom.
13. You can also change the expiration date of the permission (click on icon next to date box).

14. Note that there are three tabs in the **Class Permission Data** panel
   a. In the **Permission** tab you can double check the permissions you want to grant.
   b. In the **Comments** tab, you can enter a comment, e.g., to explain your decision to a co-advisor.
   In contrast to SIMS, the permission giver is not identified automatically in CUNYFirst. Departments may want to consider an agreement among their advisors to use the **Comments** tab to enter the initials of the permission giver.
15. At the end click the **Save** button and watch the upper right corner of your screen where you should see (briefly) a "Saved" button as acknowledgment.

   a. After clicking the **Save** button, you will see a pop up window and you can select to the unsaved permissions applied to all sections of this class. Click "Yes" or "No".

   **Note:** After you press the save button on any section which is not the first section, the display reverts back to the first section for the class. To confirm the permission, you will need to navigate to the section which you were on.

16. If you want to enter additional students, click the **+** button to produce a new row:

17. Note that you can monitor if and when a student has used the permission to register. Check **Status** from the **General Info** tab, as long as a permission has not been used, you can modify the permission:

18. You can delete the duplicate records to avoid confusion or to keep the list from becoming mess by pressing the **−** button.