



How Do I?

Give Departmental Consent for Class Registration

PeopleSoft Version 9

1. Sign In to PeopleSoft Version 9.
Remember to use CAPS when entering your User ID.
2. Access the Class Permission page by selecting Records and Enrollment > Term Processing > Class Permissions > Class Permissions.
3. On the Class Permission page, complete following fields before you do a search:
 - **Academic Institution:**
Key in **SLULA**.
 - **Term:**
Key in the Term or click the magnifying glass next to the Term textbox. Click the **Lookup** button to find the desired term.
 - **Subject Area:**
Key in the Subject Area or click the magnifying glass next to the Subject Area textbox. Click the **Lookup** button to find the desired term.
 - **Catalog Nbr:**
Key in the Catalog Nbr.
4. Click the **Search** button, and a results list of the course you specified will appear.
5. Click the **Course** to view course sections. Find the correct Class Section.
*To view all class sections, Click **View All** on the Class Sections Data Bar.*

Customize | Find | **View All** | First 1-6 of 15 Last

Or click to scroll through the class sections.

6. Under Class Permission Data, click to Add an additional row if none is available, then key in student's ID number in the ID field.
If you only want to grant certain permissions, click on the Permissions tab and uncheck the permissions you do not want to grant.

Class Permission Data									
General Info Permission Comments									
Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		<input type="text"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

*Ex: If you only wish to override requisites, then you will need to uncheck all other overrides, leaving only the **"Requisites Not Met"** checked. This will override pre-requisites only.*

7. Review the Expiration Date field, and change if desired.
8. Click **Save**.
The student may now add the class to his/her schedule.
9. Remember to Sign Out of PeopleSoft when you have finished your session.

Things to Remember

when giving a student Departmental Consent for a class:

- Double-check and make sure you are in the correct class section before giving the student consent.
- The Status column indicates if a student has enrolled in the class