

NDSU

NORTH DAKOTA STATE UNIVERSITY, FARGO

# CLASS PERMISSIONS in Campus Connection

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# SESSION DESCRIPTION

- This session will cover and encourage discussion on:
  - Advantages of using electronic class permissions;
  - Difference between student-specific permissions and permission numbers;
  - Assigning permissions in Campus Connection;
  - Continued use of traditional paper permits;
  - Impacts of electronic permissions on deadlines, waitlist processes and course requisites;
  - Drop Permissions feature

# CLASS PERMISSIONS – ORACLE DEFINITION

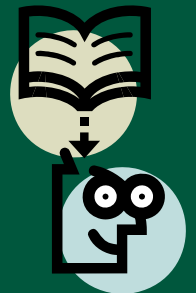
- *“Class permissions are numbers or authorizations that you can associate with a class and assign to students to use at enrollment time. You can create **general** or **student-specific** add permissions. You can also generate add permission numbers for an entire subject area. You can create only student-specific drop permissions.”*

# CLASS PERMISSIONS BASICS

- Class permissions override conditions such as prerequisites and class capacity limits.
- Allow students to add or drop classes, as long as they do not have registration restrictions, such as maximum number of units, holds, etc.

# CLASS PERMISSIONS ADVANTAGES

- Encourages use of self-service
- Easy for students with less run-around
- Lessens amount of processing/paperwork in RO
- Gives better control/access to academic depts.
- Allows easy verification of department's intention when questions arise
- Minimizes potential fraud/forgery of paper permits



# CLASS PERMISSION CAVEATS

- SOME DEFAULT SETTINGS HAVE CREATED ISSUES FOR NDSU
- DEFAULT EXPIRATION DATE IS LAST DAY TO DROP (NOT ADD)
- CHANGES WITH UPGRADE

## **Acceptable overrides by permission:**

- Closed Class
- Requisites Not Met
- Consent Required

## **Not acceptable overrides by permission:**

- Career
- Expiration date
- Permission time period

# CLASS PERMISSION SECURITY & ACCESS



## *Security Set-Up:*

- Authorized individuals must be assigned to:
  - NDUS SR Permission security role ‘
    - Grants access to ‘Student Specific Permissions’ and ‘Generate Add Permissions’ (security also included in SR Management and SR Student Services roles)
  - Appropriate academic organization(s)
- Subjects + Departments (interdisciplinary)
- Faculty, administrative assistants, or both
- Gathering this information - Security form

# STUDENT SPECIFIC PERMISSIONS

- Allows departments to assign electronic class permission to individual students.
- Check ‘Student Specific Permissions’ box on Maintain Schedule/Schedule New Courses
- CC Navigation:
  - Records & Enrollment > Term Processing > Class Permissions
  - Pay attention to Class Section Data bar.
  - Enter Student ID number and expiration date.
  - Student can register through normal means
- Demo <https://csstg.cnd.nodak.edu/psp/NDCSSTG/?cmd=login>

Course ID: 037883 Course Offering Nbr: 1  
Academic Institution: North Dakota State University  
Term: 2009 Spring Undergrad Auto Create Component  
Subject Area: ENGL English  
Catalog Nbr: 320 Business/ Professional Writing

**Class Sections** Find | View All First 1 of 19 Last

*Session:	<input type="text" value="1"/>	Regular Academic Session	Class Nbr:	<input type="text" value="5141"/>	<input type="button" value="+"/> <input type="button" value="-"/>
*Class Section:	<input type="text" value="01"/>		*Start/End Date:	<input type="text" value="01/12/2009"/> <input type="text" value="05/15/2010"/>	
*Component:	<input type="text" value="LEC"/> <input type="button" value="🔍"/>	Lecture	Event ID:	<input type="text" value="000088442"/>	
*Class Type:	<input type="text" value="Enrollme"/> <input type="button" value="▼"/>			<input type="button" value="Add Fee"/>	
*Associated Class:	<input type="text" value="1"/>				
*Campus:	<input type="text" value="MAIN"/>	Fargo			
*Location:	<input type="text" value="FARGO"/> <input type="button" value="🔍"/>	North Dakota State University		<input checked="" type="checkbox"/> <b>Schedule Print</b>	
Course	<input type="text"/>			<input checked="" type="checkbox"/> <b>Student Specific Permissions</b>	
Administrator:					
*Academic Organization:	<input type="text" value="NDSU-ENGL"/> <input type="button" value="🔍"/>	English		<input checked="" type="checkbox"/> <b>Dynamic Date Calc Required</b>	
Academic Group:	<input type="text" value="AHSSC"/>	Col of Arts, Hums & Soc Sci		<input type="checkbox"/> <b>Generate Class Mtg Attendance</b>	
*Holiday Schedule:	<input type="text" value="NDUS"/> <input type="button" value="🔍"/>	Student Admin NDUS Holiday Sch		<input checked="" type="checkbox"/> <b>Sync Attendance with Class Mtg</b>	
*Instruction Mode:	<input type="text" value="P"/> <input type="button" value="🔍"/>			<input type="checkbox"/> <b>GL Interface Required</b>	
Primary Instr Section:	<input type="text" value="01"/>				

**Check Box**



**Class Topic**

Course Topic ID:	<input type="text"/> <input type="button" value="🔍"/>	<input type="checkbox"/> <b>Print Topic in Schedule</b>
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**Equivalent Course Group**

Course Equivalent Course Group:	<input type="text"/>	<input type="checkbox"/> <b>Override Equivalent Course</b>
Class Equivalent Course	<input type="text"/>	

# PERMISSION NUMBERS

- Process that allows departments to generate permission numbers for student distribution.
- CC Navigation:
  - Records and Enrollment > Term Processing > Generate Add Permissions
  - Create Run Control
  - Select Academic Group and/or Subject + Term
  - Determine permissions overrides / expiration date
  - Student enters permission number when registering

# Generate Add Permissions

Run Control generate\_add\_permissions  
ID:

[Report  
Manager](#)

[Process  
Monitor](#)

Run

\*Academic Institution:  North Dakota State University

Find | View All First 1 of 1 Last

Academic Group:

\*Term:  2009 Spring

Subject Area:  Accounting

Percent of Enrollment Capacity:

Minimum of Permission Assign:

Commit Frequency:

Permission Expire Date:

Permission Valid For:

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

Save

Add

Update/Display

# PERMISSION EXPIRATION DATE: DISCUSSION

- Default value currently points to Term/Session Time Period '140: End of Drop'
- Preferences include:
  - Expiration date default to self-service **add** date
  - Default values populate differently for Permission to Add and Permission to Drop (use same 140 value)
    - Gives impression that expiration date overrides other dates established for self-service
  - Expiration date default field is global and requires a DR to modify system functionality.

# 'PERMISSION VALID FOR' CHECKBOXES: DISCUSSION

- Designates allowable overrides
- Preferences include:
  - Change some or all of the overrides to not automatically default as checked
  - Restrict academic departments from checking or changing certain defaults
- Global settings - CND has not found a way to restrict access or limit default override fields.
  - *Should we submit a DR?*

# THE PAPER PERMIT DEBATE

- Do electronic permissions replace traditional paper permits?
- At NDSU, the answer is ‘No.’
  - Prefer paper permits after the published last date to add online.
  - Some faculty/departments are slower to change and prefer paper permits
- Security paper permits

# DROP PERMISSION

- Second tab of Class Permission page
- Potential use for classes that are offered as a co-requisite, cooperative education, etc.
- Select 'Department Consent' or 'Instructor Consent' on Enrollment Control (third) tab in Schedule New Course / Maintain Schedule.

[Permission to Add](#)[Permission to Drop](#)

**Course ID:** 041505 **Course Offering Nbr:** 1  
**Academic Institution:** North Dakota State University  
**Term:** 2008 Fall Graduate  
**Subject Area:** EDUC Education  
**Catalog Nbr:** 793 Indiv Study/Tutorial

**Class Section Data**[Find](#) | [View All](#)

First 1 of 58 Last

**Session:** 1 Regular Academic Session **Class Nbr:** 6697 **Class Status:** Active  
**Class Section:** 01 **Class Type:** Enrollment Section  
**Component:** Independent Study **Instructor:** Martin, William O

**Defaults****Expiration** 12/01/2008 **Date:****Permission Valid For:**

<u>Requisites Not Met</u>	<u>Consent Required</u>	<u>Permission Time Period</u>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

[Generate](#) **From Student Enrollment** **From Permission to Add****Class Permission Data**[Customize](#) | [Find](#) | 

First 1 of 1 Last

[General Info](#)[Permission](#)[Comments](#)

Seq #	ID	Name	Status	Permission Use Date	Expiration Date		
1	<input type="text"/>		Not Used		12/01/2008		

# TRAINING ACADEMIC DEPARTMENTS

- Training document on web site
- Email communication to departments each semester explaining class permissions, waitlists, deadlines, processes, etc.
  - Importance of not overriding careers
- Reminders to notify RO of changes in academic organization, when staff transfer on campus

QUESTIONS?  
DISCUSSION?

*Thank you!*