## **Class Permissions**

(Electronic Overrides)

## WINGS navigation: Records and Enrollment> Term Processing> Class Permissions

On the search page put in: Academic Institution: UWLAC Term: 2177(Spring 2017) or 2181(Summer 2017) or 2184 (Fall 2017) Subject: MGT (or whatever department is yours) Catalog Nbr: 449 (or whatever course you are teaching) click SEARCH

When the page pops up, **make sure you are on the correct section of the class**. If more than one section of a class is offered you will see 1 of ? on the right side of the top blue bar. Click the arrow until you find the correct section. Verify you are the instructor of the course.

Lab Components courses: the LAB controls the enrollment. Make sure you put the override permission on the correct LAB section.

Favorites Main Menu	> Records and Enrollment > Ter	rm Processing >	Class Permissi	ions > C	lass Permis	sions			
			I	Related Co	ntent 👻 📊	New Wind	low ?	Help	4
Permission to Add	Permission to Drop								
Course ID:	004065	Course Offeri	ng Nbr:	1					
Academic Institution:	UW-La Crosse								
Term:	Spring 2017	Undergrad							
Subject Area:	MGT	Management							
Catalog NDr:	449	Admin Policy L	Determination						•
Class Section Data					<u>Find</u>   V	<u>iew All</u> First	1 of 8	Las Las	t
Session: 1	Regular Academic Session	Class Nbr:	1920	Class Sta	atus: Ad	ctive			
Class Section: 01		Class Type:	Enrollment Sec	tion					
Component: Leo	cture	Instructor:	Petersen, Henry	y L					
Student Specific I	Permissions								
✓ Defaults									
Expiration Date:	01/27/2017								
Permission Valid	For:								
Closed Class	Requisites Not Met	Consent Required	d <u>Care</u>	eer Restrictio	<u>n</u>	Permission Tin	ne Period		
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Class Permission D	ata			Dersonalize		First K	1 of 1	Last	
General Info	mission Comments	•		<u>r craonaize</u>		- Tildt -		Last	
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1			Used		12/12/2016	01/27/2017	+	-	
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🔚 Save 🛛 🔯 Return t	o Search 🔚 Notify								

Permission to Add | Permission to Drop

Go to the bottom of the page and enter the student ID (Starts with 8 or 9) in the **Campus ID** field. Note the **Expiration Date** of the override and change it if you are limiting the time the student can use it. It automatically defaults to the last day students can add the class on WINGS for that term. After the 5<sup>th</sup> class day (prorated for shorter classes), students will need paper add permissions. On the **Permission** tab, click the box for the permission you are giving. Please note the **Requisites Not Met** permission will override *ALL prerequisites*. You need to be very careful with that box. Some permissions like "admission to program" or overriding "class standing" must be given by the Dean's Office. Do not check that box unless you know the student is admitted to your program or has the necessary class standing. If a student does not have those prereqs you will still need to use the blue override form. (Students also need the blue form for audits, time conflicts or more than 18 credits.)

Favorites Main Menu	> Records and Enrollme	nt > Term Pr	ocessing >	Class Perm	nissions	> Class Per	missions	
					Relate	ed Content 🔻	🗖 New Wind	ow ? Help
Permission to Add	Permission to Drop							
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Academic Institution:	UW-La Crosse							
Term:	Spring 2017	ı	Indergrad					
Subject Area:	MGT	N	Vanagement					
Catalog Nbr:	449	ļ	Admin Policy	Determinatio	on			
Class Section Data						Find	d View All First	🛛 1 of 8 🕨 Last
Session: 1	Regular Academic Se	ssion Cla	iss Nbr:	1920	Clas	ss Status:	Active	
Class Section: 01		Cla	ss Type:	Enrollment	Section			
Component: Lee	ture	Ins	tructor:	Petersen,H	enry L			
Student Specific I	Permissions							
▼ Defaults								
Expiration Date:	01/27/2017							
Permission Valid	For:							
Closed Class	Requisites No	ot Met Co	onsent Require	<u>d</u>	Career Re	<u>estriction</u>	Permission Tin	ne Period
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🔚 Save 🛛 🔯 Return to Search 🔚 Notify

If you would like to add a comment to track why an override was given, you can click the comments tab and make an entry.

Assign Class	More Permis Permission D	sions: Ge Data	Personalize   Find   🛃	First 🚺 1 of 1	Last
Gene	ral Info Per	mission Commen			
Seq #	Number	ID	Comments		
1			Student taking the prereq at UWEC in Summer Term	+	

Click **General** at the bottom of the page. **Please let the student know they still have to register.** This does not register the student, it only gives them permission to register.

To give permission to another student, click the + button on the bottom right to add another row. You can monitor the overrides given to see when the student used the override or if they dropped the class after they initially added it. The status of "Not Used" does not necessarily mean the student is not enrolled. It may mean the student did not need the override to get in. For example, if the class was closed when the student got the override, but another student dropped it before your student registered, the class status may have been "open". In that case the override was not needed, but the student still registered. **Questions? Call Janelle Nelson at 785-8752 or Stephanie Speer at 785-8577.**