

Require Permission to Enroll

Introduction

This guide will describe how to require permission from the class instructor or the department in order for students to enroll in a class section.

If permission is required, students can [request class permission](#). Then instructors will be notified of the requests, and instructors or department administrators with appropriate security access can grant or deny the requests from students. For detailed instructions see [Faculty - Reviewing Permission Requests](#) or [DA - Reviewing Permission Requests](#).

Note: Granting a permission request does not enroll the student in a class.

Require Permission

1. [Login to SIS](#) with your CWRU ID and associated passphrase. From the Staff Home page, select the **SOC WorkCenter** tile, and then choose **Maintain Schedule of Classes**.

Alternatively, use the menu and navigate to Curriculum Management > Schedule of Classes > Maintain Schedule of Classes.

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

2. Look up **Academic Institution** and select CASE1.
3. Click **Look up Term** and select the appropriate term from the list.
4. Click **Search**.

All courses owned by your department and scheduled during the chosen term appear in the search results. Select the appropriate class from the search results.

5. 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.

6. The **Add Consent** field indicates the type of consent needed for a student to enroll in the class.

The value in the **Add Consent** field defaults from the previous like-term.

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

7. Select the appropriate value from the dropdown list.

No Special Consent Required - Students do not need permission to enroll in the class.

Instructor Consent Required or **Department Consent Required** - Students need permission to enroll. Either option will notify the instructor when the student requests permission, and the permission can be granted by the instructor or department administrators with appropriate security access.

8. Click **Save**.

This completes the process of requiring permission to enroll in a class section.

Refer to other guides to assist with additional edits to the schedule of classes.