

Student Specific Permissions

1. Log into the Faculty Center and verify that you are on the correct term

[Faculty Center](#) |
 [Class Search](#) |
 [Browse Catalog](#) |
 [Faculty Search](#) |
 [Learning Management](#)

Faculty Center

View My Weekly Schedule

2021 Spring | Palomar College

Change Term

[View Personal Data Summary](#)

[My Exam Schedule](#)

Select display option

Show All Classes

Show Enrolled Classes Only

My Teaching Schedule > 2021 Spring > Palomar College

Personalize | View All | First **1 of 1** Last

Cls	Prm	Grd	Drp	Class	Class Title	Enrolled	Wait List	Days & Times	Room	Class Dates
				AIS 101-5 (30568)	AMERICAN INDIAN FRONTIER (Lecture)	32	0	TBA or DE	ONLINE	Apr 5, 2021 - May 29, 2021

[View Weekly Teaching Schedule](#)

[Go to top](#)

My Exam Schedule > 2021 Spring > Palomar College

You have no final exams scheduled at this time.

[Go to top](#)

[Go to top](#)

Palomar Links

[PAL STUDENT COURSE FEE](#)

[View/Print Previous PD Contracts](#)

2. Click on the permissions icon

My Teaching Schedule > 2021 Spring > Palomar College

Personalize | View All | First **1 of 1** Last

Cls	Prm	Grd	Drp	Class	Class Title	Enrolled	Wait List	Days & Times	Room	Class Dates
				AIS 101-5 (30568)	AMERICAN INDIAN FRONTIER (Lecture)	32	0	TBA or DE	ONLINE	Apr 5, 2021 - May 29, 2021

3. This is the new Student Specific Permissions page

Permission to Add

Course ID 002086 Course Offering Nbr 1
 Academic Institution Palomar College
 Term 2021 Spring Credit
 Subject Area MATH Mathematics
 Catalog Nbr 60 INTERMEDIATE ALGEBRA [Return to Faculty Center](#)

Class Section Data Find | View All First 1 of 1 Last
 Session FT2 Fast Track - 2nd 8 Weeks Class Nbr 31238 Class Status Active
 Class Section 54 Class Type Enrollment Section
 Component Lecture Instructor Romero, Maria Teresa

Student Specific Permissions

Defaults
 Expiration Date 05/29/2021

Permission Valid For

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

[Assign More Permissions](#) [Generate](#)

Class Permission Data Personalize | Find | First 1 of 1 Last
 General Info | Permission | Comments

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1				Not Used		05/29/2021

[Return to Faculty Center](#)

4. Ensure that the closed class box and the consent required boxes are checked (should be checked by default).

Defaults
 Expiration Date 05/29/2021

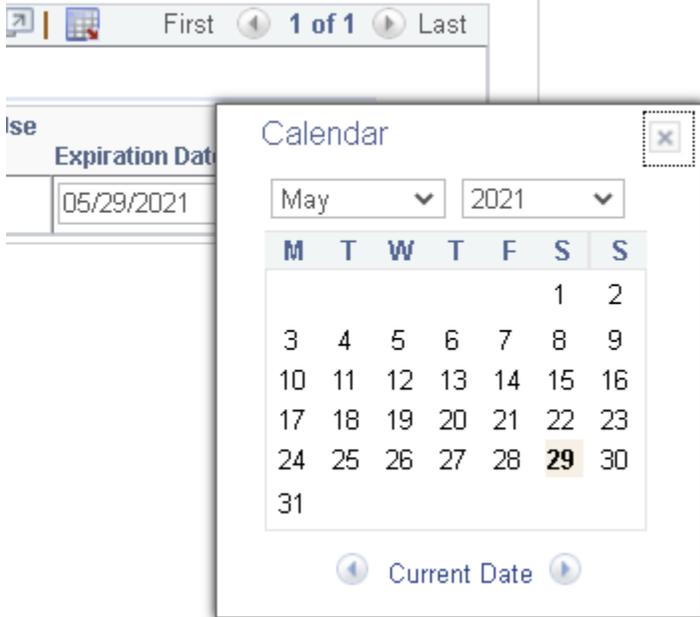
Permission Valid For

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

5. Enter the student ID that you want to add to the class and enter an expiration date of no more than 5 days from the current date. You can use the calendar pop up to assist with this (second picture)
- The default date for the expiration date is the last day of the term. The system uses additional security and date settings behind the scenes to prevent students from adding beyond the Census Date.

Class Permission Data Personalize | Find | First 1 of 1 Last
 General Info | Permission | Comments

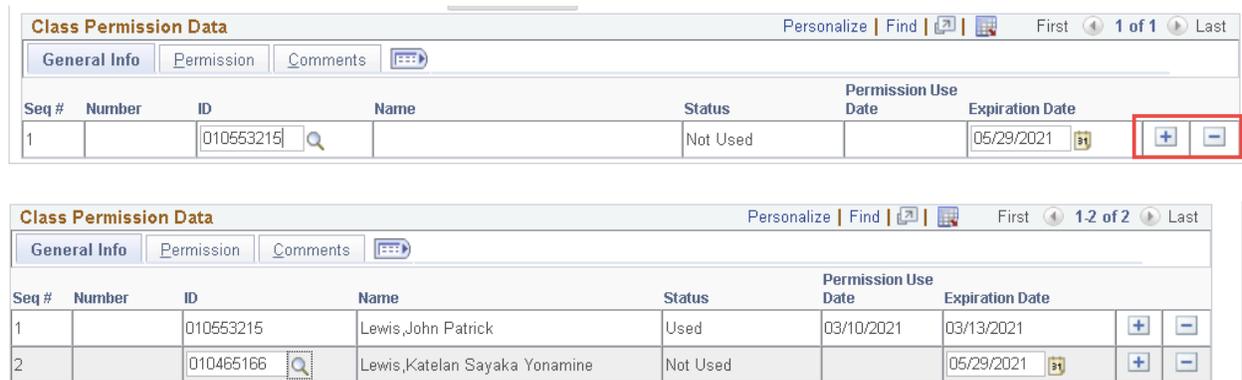
Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1		010553215		Not Used		05/29/2021



- Verify that the number entered is for the correct student, then save. If you have other students to enter continue to the next step, otherwise return to the top of the page and click faculty center box to exit.



- To add another student click the plus and follow the directions above.



- If the student entered is already on the waitlist, and has no holds or other issues, they will be auto enrolled when the waitlist runs (every 15 minutes approximately). If they are not on the waitlist they will just enroll in the class with the normal process since the system now already has their student ID number. If they wait until after the expiration date of the permission, they will have to be re-entered by the faculty member.

9. Once the student enrolls, it automatically updates status and date used

Class Permission Data							Personalize Find  		First  1-2 of 2  Last	
General Info			Permission	Comments						
Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date				
1		010553215	Lewis,John Patrick	Used	03/10/2021	03/13/2021				
2		010465166 	Lewis,Katelan Sayaka Yonamine	Not Used		05/29/2021 				