Viewing Class Permission Numbers

Business Process Guide

Updates

<table>
<thead>
<tr>
<th>Date</th>
<th>Action</th>
<th>Page(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>02/28/12</td>
<td>Created</td>
<td></td>
</tr>
<tr>
<td>02/07/14</td>
<td>Updated navigation paths for MyCWU.</td>
<td>all</td>
</tr>
<tr>
<td>08/30/17</td>
<td>Added disclaimer note</td>
<td>2</td>
</tr>
</tbody>
</table>

Table of Contents

1.0 Viewing Class Permission Numbers ................................................................. 2
Attention: Please be aware many of the MyCWU CS user guides/ BPGs were developed for a previous version of MyCWU. We are working on updating these, but in the meantime there may be instances where you encounter slight discrepancies between what the guide advises and what you see on your screen. In most cases these changes are purely cosmetic, but there may be some impacts on functionality as well. If you have questions regarding these guides, please contact reg@cwu.edu.

1.0 Viewing Class Permission Numbers

Navigation: Main Menu > Campus Solutions > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Follow the navigation path listed above to access the search page for Class Permissions.

Steps for Viewing Class Permission Numbers:

1. On the search page for Class Permissions, Academic Institution should read CWUID.
2. Enter the appropriate Term, Subject Area and Catalog Nbr. Any other fields you populate will help to narrow the search.
3. Click the Search button.
4. To clear the information you entered into the fields on this page, click the Clear button.
Tips for Viewing Class Permission Numbers:

1. On the Permission to Add page that appears, if there is more than one section of the class being offered, make sure that you are viewing the correct section. You will find the Class Section number under the Class Section Data title bar.

   If there is more than one section of the class being offered, you can move back and forth between/among class sections by clicking the left and right arrow buttons in the Class Section Data title bar, or you can click on the View All link to view all sections of the class vertically down the page.

2. If you are the main person in your office area responsible for handing out Class Permission Numbers, you might want to print out a fresh copy of the Permission to Add page each day during the enrollment period for the term. As you hand out a permission number, write down on your printout the name and ID number of the student who received the permission number.

   Once a student has used a permission number to register for the class, the Permission to Add page will update immediately to reflect that the number has been used, by whom and when.

3. To search for Class Permission Numbers for another class, click the button at the bottom of the page to return to the search page for Class Permissions. Return to the directions at the beginning of section 1.0 above.