

Central Washington University™

ADDING CLASS PERMISSIONS

CLASS PERMISSIONS PATH

1. MyCWU
2. Faculty tab
3. Advising (under Faculty Dashboard)
4. Class Permissions/Blue Slip
5. Look up term (magnifying glass)
6. Search
7. Select course (results at bottom; only your courses show)
8. Enter Student ID Number
9. Click + to add a row (to add more students)
10. Save

IF A BOX IS CHECKED

Closed Class:

Allows student to bypass the wait-list and automatically enroll in the course.

**If the student is already wait-listed for the course before this override is coded, the student must drop off the wait-list and enroll again.*

Requisites Not Met:

Overrides prerequisites or co-requisites for the student.

Consent Required:

Allows student to enroll in a course that is scheduled as consent only.

Career Restriction:

Allows an undergraduate student into a graduate-level course.


Time conflicts, audit grading basis approval, and registration 6-10 days into the term cannot be coded in the Permission to Add screen. Repeat approval, credit overload approval, and registration beyond the 10th day of the term require additional layers of approval and also cannot be coded in this function. Please use the Change of Schedule Form or email reg@cwu.edu.


Class Permission

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution = 

Term = 

Subject Area =

Catalog Nbr begins with

Academic Career =

Campus begins with

Class Nbr =

Description begins with

Course ID begins with

Course Offering Nbr =

Academic Organization begins with

Class Search Mode =

Case Sensitive

Search 


Clear


Basic Search 

Save Search Criteria




Course ID 008214 Course Offering Nbr 1
 Academic Institution Central Washington University
 Term Summer 2021 Undergrad
 Subject Area MATH Mathematics
 Catalog Nbr 207 Mathematics Honors Semi - LL

Class Section Data Find | View All First 1 of 1 Last

Session 1 Regular Academic Session Class Nbr 61792 Class Status Active
 Class Section 001 Class Type Enrollment Section
 Component Seminar Instructor
 Student Specific Permissions Units: 1.00
 Assign More Permissions 

Class Permission Data Personalize | Find  1 of 1 Last

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date	Closed Class	Requisites Not Met	Consent Required	Career Restriction
1		22745641	Wildcat, Wellington	Not Used		06/23/2021	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

 Save  Return to Search  Notify

Central Washington University™

GRADE POSTING

Your grade rosters will display a roster grade and an official grade column. Grades are entered in the roster grade column. Once saved, grades will post to the official student record in an overnight process at 3 a.m.

GRADE POSTING PATH

1. MyCWU
2. Faculty tab
3. Grade Roster (icon next to the appropriate class)
4. Click to pull up grade options
5. Select Grade
6. Save

After grades have posted to the official student record **or** the grading deadline has passed, you will not be able to make changes in MyCWU. Change of Grade Forms or signed grade rosters with the appropriate signatures will need to be submitted to the Office of the Registrar for grade entry.

Missing grades impact students' financial aid, academic standing, and honor roll status. Grades are due each term at 10 p.m. on the Tuesday after final exams week. Please refer to the Academic Calendars for specific term dates.

Faculty Dashboard

Faculty Schedule

Class	Class Title	Enrolled	Days & Times	Room
MATH 207-001 (61792)	Mathematics Honors Semi - LL (Seminar)	1	TBA	
MATH 207-001 (95056)	Mathematics Honors Semi - LL (Seminar)	1	TBA	
MATH 250-001 (95057)	Intuitive Geometry (Lecture)		TBA	
MATH 407-002 (95058)	Mathematics Honors Semi - UL (Seminar)		TBA	

Icon Legend | Class Roster | Grade Roster | Learning Management

MATH 207-001 (95056)

Mathematics Honors Seminar - Lower

Days and Times: TBA | Room: TBA | Instructor: [Name] | Dates: 09/22/2021 - 12/03/2021

Grade Roster Action

Save

Display Options: Display Unassigned Roster Grade

Student Grade: [Transcript Note]

ID	Name	IP	Official Grade	Grading Basis	Program and Plan	Level
<input type="checkbox"/>	1 22745611 Wildcat Westinghouse		[Dropdown]	GR0	Undergraduate - IS Social Sciences (Smart) Info Tech & Ad Mgt BS Online/Accessibility Studies	Freshman

Select All | Clear All | Printer Friendly Version

<- Add this grade to selected students

Notify Selected Students | Notify All Students

Save

FOR MORE INFORMATION

- Office of the Registrar
- 509-963-3001
- reg@cwu.edu
- cwu.edu/registrar



Office of the Registrar