Faculty Center Class Permissions Reference Guide

This Guide is for Faculty who wish to grant class permission to students who cannot enroll in their class due to capacity, pre-requisite or other unmet class requirements. After completing this process, the student will receive an email notification, and will be responsible to complete enrollment from his/her myMadisonCollege Student Center.

**Step 1**
Select a class from those assigned to you in My Classes or from Unassigned, if displayed.

**Step 2**
From the Class Permissions page that displays, view course and term information.

**Step 3**
Review Class Section Data for enrollment capacity and total, wait list total, and last date to enroll.

**Step 4**
Enter the student ID number in the ID column. The name will display after hitting tab or enter. Check for accuracy.

**Step 5**
Click the appropriate checkbox to add or update class permission for:
- a. **Overfill Class Capacity** - Exceed Enrollment Capacity
- b. **Requisites Not Met** - Class requirements override (Reason Code required, see step 6.)
- c. **Consent Required** - Instructor consent and late enrollment.

*Another permission may be added to update a previously saved permission. Permissions not used or wait-listed are editable.

**Step 6**
Reason Code - Select appropriate override reason code from the magnifier and/or drop down menu.

**Step 7**
Select "+" to add a permission row for a new student, or select "-" to delete permission for student in that row.

**Step 8**
Click Save. A confirmation message will appear and an email notification will be send to the student(s). See page two for email templates.
Email Templates – Permission Added & Permission Deleted

Permission Added

Dear [student first name],

You have been granted permission to enroll in [term] [class title] [class number] for [permission type] reason. This permission is valid for a one-time-only enrollment. Should you drop this class after enrolling, you will not be able to re-enroll again without permission.

To enroll in this class, go to your myMadisonCollege Student Center, select Enroll and complete the three-step process. Confirm your enrollment by viewing your Class Schedule.

Note: It is your responsibility to review if this class applies to your program of study, academic requirements, etc. Contact advising@madisoncollege.edu to further discuss your academic plans with an advisor.

Review tuition and fees due and make payment(s) from your Student Center by going to Finances and selecting Account Inquiry. To review the Refund Policy, go to madisoncollege.edu/refunds.

Should you believe the class permission granted and this message is sent in error, or you are blocked from enrollment, forward this email with explanation to EnrollmentServices@madisoncollege.edu.

Thank you and best wishes for a successful term.

Permission Deleted

Dear [student first name],

Class permission of [permission type] has been revoked on [term] [class title] [class number]. You no longer have permission to enroll in this class.

Should you believe this permission to have been revoked in error, forward this email with explanation to EnrollmentServices@madisoncollege.edu.

Thank you.