STUDENT CLASS PERMISSIONS OVERVIEW

Class Permissions granted by faculty or academic advisors allow Madison College students to add a class, as long as:

- Students use the permission before 90% completion of the class.
- The permission to override matches the restriction on the class. For example, permission to override a requisite will not override a closed class.
- Overall registration rules are not violated. Permission overrides will not allow students to add a class if:
  - The last day to add or drop the class has passed (program School staff-assistance is required from this point to the 90% completion of the class)
  - Student is already enrolled in the class
  - The class has a time conflict with an already enrolled class
  - Enrollment in the class will exceed term/session enrollment limits. Refer to Study Load details here: http://matcmadison.edu/registration-policy
  - Student has a service indicator that restricts enrollment

Permissions are specific to a class and a term. A student granted permission into one section of a class, is not granted to any other class section.

STUDENTS CHOOSE CLASSES THAT REQUIRE PERMISSIONS

In the Student Center, students can review information about courses and classes to determine whether they meet the necessary requirements to successfully enroll in the class.

At the course level, students can see whether a course has enrollment requirements or requires instructor or department consents.

At the class level, students can again see whether a class has enrollment requirements or requires consent. In addition, they can see whether a class is closed or has a wait list status.

What follows are the steps a student can take to evaluate courses and classes to determine whether they need to seek permission to successfully enroll in classes.

**Navigation:** Self Service>Student Center>Search>Browse Course Catalog or

**Navigation:** Self Service>Student Center>Plan>Browse Course Catalog
## Process Detail Steps

<table>
<thead>
<tr>
<th>Step</th>
<th>Task</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Review Courses by Browsing the Course Catalog</td>
</tr>
<tr>
<td>2</td>
<td>Select a Subject by choosing the first letter of subject description or the first number of subject code</td>
</tr>
<tr>
<td>3</td>
<td>Click on ▶️ to expand to get courses under the subject code</td>
</tr>
<tr>
<td>4</td>
<td>Click on the course to get more detail.</td>
</tr>
</tbody>
</table>

### Browse Course Catalog

**Course List**

- **Select Institution**: Madison Area Technical College
- **Search for classes**
- **Browse course catalog**

![Course Catalog](image)

Select subject code to display or hide course information.

- **801 - English/Communication**
- **802 - World Languages**
- **803 - History**
5 Select a course offering

6 Review Course Detail to determine if there are enrollment requirements or if consent is required
**PROCESS DETAIL STEPS**

**801 20801201 - English 1**

<table>
<thead>
<tr>
<th>Course Detail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Career</td>
</tr>
<tr>
<td>Units</td>
</tr>
<tr>
<td>Grading Basis</td>
</tr>
<tr>
<td>Course Components</td>
</tr>
<tr>
<td>Campus</td>
</tr>
<tr>
<td>Academic Group</td>
</tr>
<tr>
<td>Academic Organization</td>
</tr>
</tbody>
</table>

**Enrollment Information**

Typically Offered: Fall, Spring, Summer

Add Consent: Instructor Consent Required

Enrollment Requirement: Prereq Course: Intro to College Writing, 10-831-103 -OR- COMPASS: e-Write 6-8, Writing 69-99, Reading 75-99 ASSET: e-Write 6-8, Writing 38-55, Reading 39-53

Description:
The first course in communication skills at the college level, developing student abilities in critical reading, writing, listening, and speaking, for both exposition and argumentation. The course emphasizes summarizing, analyzing, and synthesizing information from sources, and develops research and presentation skills. The class assumes competence in English grammar and paragraph structure. Prerequisites: Appropriate placement test scores from COMPASS/ASSET test or Intro to College Writing, 10-831-103.

---

**7** Student selects **Add Course to Planner** if they are interested in **course** but don’t want to enroll in the course for the currently available term(s).

**8** Student **Views Class Sections** to see classes scheduled in a term. As students review class sections, they can see whether a class is closed. Closed classes are noted with a **Status**.
# Course Schedule

**Terms Offered:** Summer 2011-2012

**My Class Schedule**

<table>
<thead>
<tr>
<th>Course</th>
<th>Days</th>
<th>Start</th>
<th>End</th>
<th>Room</th>
<th>Instructor</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>0075-LEC (10478)</td>
<td>MoTuWeTh</td>
<td>10:00AM</td>
<td>11:50AM</td>
<td>Truax Rm 271</td>
<td>Twohill, Timothy P</td>
<td>06/06/2011 - 07/14/2011</td>
</tr>
</tbody>
</table>

**Shopping Cart**

Your shopping cart is empty.

**Click on the Section Hyperlink to get information about the class**
### PROCESS DETAIL STEPS

**Class Details**
- **Status**: Closed
- **Class Number**: 10478
- **Session**: Regular Academic Session
- **Units**: 3 units
- **Class Components**: Lecture
- **Career**: Degree Career
- **Dates**: 6/6/2011 - 7/14/2011
- **Grading**: Graded
- **Campus**: Truax Campus

**Meeting Information**
- **Days & Times**: MoTuWeTh 10:00AM - 11:50AM
- **Room**: Truax Rm 271
- **Instructor**: Twohill, Timothy P
- **Meeting Dates**: 06/06/2011 - 07/14/2011

**Enrollment Information**
- **Add Consent**: Instructor Consent Required
- **Enrollment Requirements**:
  - Prereq Course: Intro to College Writing, 10-831-103
  - OR:
  - COMPASS: e-Write 6-8, Writing 69-99, Reading 75-99
  - ASSET: e-Write 6-8, Writing 38-55, Reading 39-53

**Class Availability**
- **Class Capacity**: 25
- **Enrollment Total**: 27
- **Available Seats**: 0
- **Wait List Capacity**: 25
- **Wait List Total**: 4

Click on [select](#) to select a class to add to the shopping cart.
Click on Next

See Message that Class has been added to Shopping Cart. If student's enrollment window is open or it is open enrollment, they can continue to the shopping cart.

Course Detail

801 20801201 has been added to your Shopping Cart. To enroll in classes from your Summer 2011-2012 Shopping Cart, click here.

Select click here to go to shopping cart

Click on validate in Class Shopping Cart
Student gets message if they might that **consent is required** if class is set to instructor/department consent.

<table>
<thead>
<tr>
<th>Description</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>801 20801201</td>
<td>This class requires Instructor Consent Required consent. You will need to obtain permission to add this class.</td>
<td>![X]</td>
</tr>
</tbody>
</table>

Student gets message that class has enrollment requirements, only if they have **not** met the requirements.

<table>
<thead>
<tr>
<th>Description</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>801 20801201</td>
<td>Enrollment Requisites are not met. Prereq Course: Intro to College Writing, 10-831-103 -OR- COMPASS: e-Write 6-8, Writing 66-99, Reading 75-99 ASSET: e-Write 6-8, Writing 38-55, Reading 39-53</td>
<td>![X]</td>
</tr>
</tbody>
</table>
VALIDATE does **not** return a message if a class is closed. Students can see the icon in both the class schedule and the shopping cart.

Once students select a class or classes that require permission, they have three options.

- Contact an advisor if the class has enrollment requirements
- Contact an instructor of a class if the class is closed, requires instructor consent, and or if the class has enrollment requirements. If a student is interested in a class that requires permission, and that class does not have an instructor assigned, the student can contact an instructor assigned to another section of the same course. The instructor of the other section can grant permissions to unassigned sections of the same course.
- Contact the program School office if the class has department consent
- Contact program School office if instructor permission is granted and the last date to enroll has expired
STUDENT VERIFIES THAT PERMISSION HAS BEEN GRANTED AND ENROLLS IN CLASS

Once students are granted permission to enroll in classes by faculty or advisors, they must still enroll in the class. Students do not receive a permission number or an override card from faculty or advisors. They can, however, verify that permission has been granted to enroll in a class by using the validate option in their shopping cart.

**Navigation:** Student Center>Plan>Shopping Cart

<table>
<thead>
<tr>
<th>STEP</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student has received consent from advisor to override requisites.</td>
</tr>
<tr>
<td>2</td>
<td>Click on Class Hyperlink to review requisites and to make sure the class is not set to instructor or department consent. The override that the student has is for requirements only</td>
</tr>
<tr>
<td>3</td>
<td>Click on validate</td>
</tr>
</tbody>
</table>
Process Detail Steps

Student sees OK to Add message because of the student permission granted by the advisor

Add Classes to Shopping Cart

View the following status report for enrollment confirmations and errors:

<table>
<thead>
<tr>
<th>Description</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>801 10801151</td>
<td>OK to Add.</td>
<td>✔</td>
</tr>
</tbody>
</table>

4. Click on

5. Select the class click on

6. Summer 2011-2012 | Degree Career | Madison Area Technical College

<table>
<thead>
<tr>
<th>Class</th>
<th>Description</th>
<th>Days/Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Units</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>801 10801151</td>
<td>Communication Skills 1</td>
<td>TuTh 10:00PM - 11:00PM</td>
<td>Truax Rm 51</td>
<td>I. WolfPack</td>
<td>3.00</td>
<td>✔</td>
</tr>
</tbody>
</table>

7. Finish Enrolling

Finish Enrolling
8. Click on **FINISH ENROLLING**

9. **Student Receives Success Message**

   Summer 2011-2012 | Degree Career | Madison Area Technical College

   ![Success: enrolled](image)

   ![Error: unable to add class](image)

<table>
<thead>
<tr>
<th>Class</th>
<th>Message</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>80110801151</td>
<td><strong>Success</strong>: This class has been added to your schedule.</td>
<td>✔️</td>
</tr>
</tbody>
</table>

   [My Class Schedule] [Add Another Class]
STUDENT ENROLLS FROM CLASS WAIT LIST AFTER CLOSED CLASS PERMISSION IS GRANTED BY INSTRUCTOR

Once students are granted permission to enroll in classes from the wait list (closed class permission), they must still enroll in the class.

If the last date to enroll on the class has expired, students contact the program School office either in-person with photo ID or by official college student email to request permission granted enrollment and do not proceed with self-service. Contact an enrollment services office to determine if the last date to enroll has passed.

CAUTION: students should only proceed with self-service after closed class permission has been granted by the instructor. This process requires the student to first drop the wait listed class, then enroll again with permission.

Navigation: Student Center>Enroll>Drop

### PROCESS DETAIL STEPS

<table>
<thead>
<tr>
<th>STEP</th>
<th>TASK</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Student selects term and degree career for previously wait listed class that exists on the Class Schedule. Student selects the wait list stats class and clicks Drop Selected Classes.</td>
</tr>
</tbody>
</table>

**Drop Classes**

1. **Select classes to drop**

   Select the classes to drop and click Drop Selected Classes.

   ![Drop Classes Table]

   **Spring 2011-2012 | Degree Career | Madison Area Technical College**

   **Drop Selected Classes**
2 Click Finish Dropping.

3 View results and confirm on class schedule.

View the results of your enrollment request. Click Fix Errors to make changes to your request.

** Enrollment Request ID 0005771691 **

Retain number above and print page for your records. Check details of actions for accuracy and completion.

Refund/Reduction Policy:
Nonattendance and/or registration in a class after it has started does not reduce fees owed.

Student Request Date .................. Percent of Refund/Reduction

Prior to class start date .................. 100%
Prior to 11% of class completed ........... 80%
From 11% through 20% of class completed .... 60%
After 20% of class completed** .................. No Refund

* This is the last period in which a student may drop a degree credit class without receiving an official status of “W” (withdrawn) on their record.
** Dropping a degree credit class during this time will result in a “W” (withdrawn) on a student’s record. A student may drop a class prior to it being 90% completed.

Financial Aid/Veteran Benefits Recipients: Dropping classes may affect receipt of aid and require repayment of funds received.
**PROCESS DETAIL STEPS**

4. From the Enroll>Add tab, student enters five digit class number and clicks enter.

Add Classes

1. **Select classes to add**

   To select classes for another term, select the term and click Change. When you are satisfied with your class selections, proceed to step 2 of 3.

Spring 2011-2012 | Degree Career | Madison Area Technical College

5. Check the Wait list if class full box, then click Next.

<table>
<thead>
<tr>
<th>Session</th>
<th>Session</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Academic</td>
<td>Regular Academic</td>
</tr>
<tr>
<td>Career</td>
<td>Degree Career</td>
</tr>
<tr>
<td>Enrollment Information</td>
<td>Enrollment Information</td>
</tr>
<tr>
<td>Prerequisite: Beginning Excel, 10103133, and completion or concurrent enrollment in Accounting 2:Principles, 10101113</td>
<td></td>
</tr>
</tbody>
</table>

Wait List

<table>
<thead>
<tr>
<th>Wait List</th>
<th>Wait list if class is full</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grading</td>
<td>Graded</td>
</tr>
<tr>
<td>Units</td>
<td>3.00</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section</th>
<th>Component</th>
<th>Days &amp; Times</th>
<th>Room</th>
<th>Instructor</th>
<th>Start/End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>0020</td>
<td>Lecture</td>
<td>TuTh 12:30PM - 2:20PM</td>
<td>Truax Rm 354</td>
<td>Finger,Mark A</td>
<td>01/17/2012 - 05/17/2012</td>
</tr>
</tbody>
</table>
**PROCESS DETAIL STEPS**

6. Confirmation message is posted that the course has been added to your Shopping Cart. Click Proceed to Step 2 of 3.

   ![Image of confirmation message]

   **1010101138 has been added to your Shopping Cart.**

7. Click Finish Enrolling.

   ![Image of course details]

   **FINISH ENROLLING**
8. View results and confirm on class schedule.

Add Classes

3. View results

Scroll down the page to review all enrollment confirmations and errors!

⭐ Enrollment Request ID 0005771696 ⭐

⭐ Retain number above and print page for your records. Check details of actions for accuracy and completion.

Refund/Reduction Policy:
Nonattendance and/or registration in a class after it has started does not reduce fees owed.

Student Request Date ................................ Percent of Refund/Reduction

Prior to class start date .............................................. 100%
Prior to 11% of class completed ................................. 80%
From 11% through 20% of class completed* .............. 60%
After 20% of class completed** ................................. No Refund

* This is the last period in which a student may drop a degree credit class without receiving an official status of "W" (withdrawn) on their record.
** Dropping a degree credit class during this time will result in a "W" (withdrawn) on a student's record. A student may drop a class prior to it being 90% completed.

Financial Aid/Veteran Benefits Recipients: Dropping classes may affect receipt of aid and require repayment of funds received.

Spring 2011-2012 | Degree Career | Madison Area Technical College

Class  | Message                                      | Status
---    |----------------------------------------------|-------
890 20890200 | Success: This class has been added to your schedule. | ✓

[My Class Schedule] [Add Another Class]
USING STUDENT-SPECIFIC PERMISSIONS AFTER THE CLASS LAST DAY TO ENROLL HAS PASSED

Student Permissions granted by faculty and advisors to override consent, closed classes or requisites expire after 90% completion of the class. However, as stated earlier in this document, permission overrides **will not** allow students to add a class if the class last day to enroll has passed.

Faculty can give permission to a student to enroll in a class up to the 90% point of class completion. If students receive permission to enroll in a class after the last day to enroll has passed, they cannot enroll in self-service. They must seek assistance from the program School office responsible for the class.

The student contacts the instructor to request entry into the class. If the class has requisites, requires instructor consent or is closed (full), the instructor grants the necessary overrides on the student permission page. The student then submits a request to be enrolled in the class either in-person with photo ID or sends an email to the program School office responsible for the class from their official Madison College student email account.

In class wait list situations, students should allow the auto enroll from wait list process to complete. Students on class wait lists will be automatically enrolled into classes as space becomes available, up to two days prior to the class start date. Students should monitor their class schedule for confirmation of enrollment. If enrolled, students will be responsible for all tuition and fees associated with the class per the refund policy. See [http://matcmadison.edu/refunds](http://matcmadison.edu/refunds).