# NEW Functionality for Instructor Center – Spring 2017

Beginning in Spring 2017 instructors will see a new area in UAccess Instructor Center where they can enter a student's ID and provide electronic permission for the student to enroll. This new process will be used for Online and Distance Campus students, but can also be used for Main Campus students.

Student Permissions can replace the Change of Schedule (Add/Drop) form. We recommend using this new functionality as much as possible.

- Instructors don't need to sign forms and students don't need to stand in lines
- Student Permissions won't override requisites the way a paper schedule change does (unless you want to)
- Instructors and department administrators will have access to view how many students have been given permission to enroll and can carefully track enrollment

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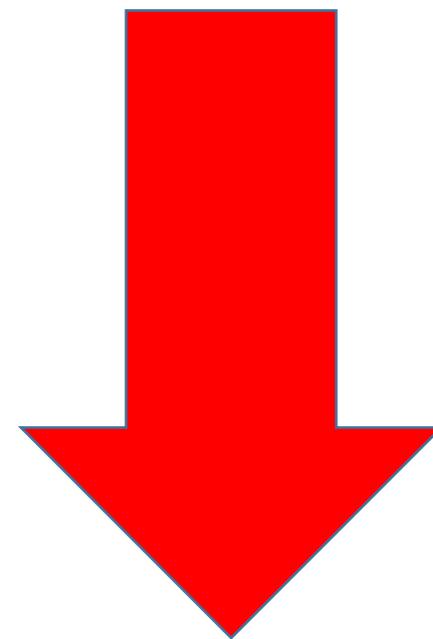
It's easy!

1.) Navigate in UAccess to your Instructor Center "my schedule" tab. Then click on the Permission to Add icon.

2.) Enter the student's ID number in the ID field. (You can also search for the student ID by the student's name using the spy glass.)

3.) The expiration date will default to the last day the permission can possibly be used. You can change this date to an earlier date but if you enter a date that falls after this date the student will receive an error message when they try to enroll that tells them they have missed the deadline.

🏠 UA Home   Help   ☰

New Window | Help | Personalize Page |

Permission to Add

Term:	Spring 2017	Undergrad
Subject Area:	HUSV	Human Services
Catalog Nbr:	493	Internship/Human Servcs

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

Session:	1	Regular Academic Session	Class Nbr:	92604	Class Status:	Active
Class Section:	201		Class Type:	Enrollment Section		
Component:	Independent Study					

Enter the student's ID

Adjust the Expiration Date to an earlier date if necessary

▶ Defaults

Class Permission Data   Personalize | Find | 🔼 | 📊   First ◀ 1-3 of 3 ▶ Last

| General Info | Permission | Comments | ⊞▶ |

Seq #	ID	Name	Status	Permission Use Date	Expiration Date		
1	00000001 🔍	Smith, Joe	Not Used		03/28/2017 📅	+	−
2	87654321	Jones, John	Used	01/05/2017	03/28/2017	+	−
3	12345678	Johnson, Mary	Used	01/05/2017	03/28/2017	+	−

[OK]   [Cancel]   [Apply]

4.) Click on the Permission Tab to view or change what specific permissions you will allow. You must select at least one override. Note that Closed Class, Consent Required and Permission Time Period are the standard Default overrides and they can be unchecked.

    a. **Closed Class** = Allow the student to enroll in a class that is closed because it's full.
    b. **Requisites Not Met** = Allow the student to enroll even though they do not meet the pre-requisite
    c. **Consent Required** = Allow the student to enroll in a class where department consent is required.
    d. **Permission Time Period** = Allow the student to enroll past the student's last day to enroll in UAccess.

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

Session:	1 Regular Academic Session	Class Nbr:	92604	Class Status:	Active
Class Section:	201	Class Type:	Enrollment Section		
Component:	Independent Study	Instructor:	Instructor's Name		

▶ Defaults

Class Permission Data   Personalize | Find | ⧉ | ▦   First ◀ 1-3 of 3 ▶ Last

General Info	**Permission**	Comments	⊞▶

Seq #	ID	Closed Class	Requisites Not Met	Consent Required	Permission Time Period		
1	00000001 🔍	☑	☐	☑	☑	+	−
2	87654321	☑	☑	☑	☑	+	−
3	12345678	☑	☑	☑	☑	+	−

OK	Cancel	Apply

5.) Click on the Comments tab if you want to enter a comment on the permission. The student does not see the comment.

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Class Section Data

Find | View All   First ◀ 1 of 1 ▶ Last

Session:	1	Regular Academic Session	**Class Nbr:**	92604	**Class Status:** Active
Class Section:	201		**Class Type:**	Enrollment Section	
Component:	Independent Study		**Instructor:**	Instructor's Name	

▶ Defaults

Class Permission Data

Personalize | Find | ⤢ | 🔣   First ◀ 1-3 of 3 ▶ Last

| General Info | Permission | **Comments** | |

Seq # ID		Comments		
1	23373700 🔍		+	−
2	23288674		+	−
3	23350090		+	−

OK   Cancel   Apply

6.) Click the Apply button if you are done. You will not receive a message stating that the permission was successfully created—simply seeing it listed within your list signifies that it was created. An email will immediately be sent to the student's official UA email account. The text below is an example of what the email will say:

> You have been granted permission to add the following class for Spring 2017:
> HUSV 493 - Internship/Human Servcs, Section 201 Permission Expiration Date: 2017-03-28
> In order to add the class, go to UAccess Student and enroll in the above section prior to the Permission Expiration Date.
> If you have already added the class to your schedule, please disregard this message.

7.) To add additional students to the list (simply click on the "+" icon to add another row). Click the OK button if you are finished. The student is now eligible to register on their own using UAccess Student Center.

Additional Information:

Status Column on Class Permission Data Table: You can monitor whether the student has enrolled and used the Permission or used the permission and dropped the class. The status values are Used, Not Used, Used and Then Dropped.

Enrollment Capacity: Since the Student Permissions override the enrollment capacity, you will need to monitor your enrollments to make sure you don't have more students than your instructor can teach, or more than the room can seat.

FAQs

Can I still use the Permission Number Feature?

> No. In order to make electronic Student Permissions available directly to instructors in UAccess, it was necessary to discontinue the use of the Permission Numbers functionality.

What are the start and end dates for creating a permission?

> The Permission to Add process becomes available to instructors on the first day that enrollment is open to all students. The process ends on the expiration date that is auto populated with the permission.

Will department admins still be able to create permissions for specific students too?

Yes, the department admin with enrollment access could create permissions from UAccess Student. Permissions created by the process in Instructor Center or the process in UAccess Student appear on both Class Permission Data tables.

A student has used a permission but the total enrollment number for the class on the My Schedule page has not increased by one.

The page may need to be refreshed. Navigating to a different page and then returning to the My Schedule page will usually do the trick.

I clicked on the Permission to Add icon but when I tried to create a permission an error message appeared telling me the Permission to Add page is now view-only.

The Permission to Add process becomes available to instructors on the first day that enrollment is open to all students. The process ends on the expiration date that is auto populated with the permission. The page will always be available to view.

What do the icons do?

➕	Add a row to create an additional permission.
➖	Remove a row for a permission that was created but not used. Note: once a permission has been used it cannot be deleted.
Apply	When the Apply or OK buttons are clicked, an email is sent to the student where a permission was just created or changed. The Apply button allows the email to be sent while keeping the Permission to Add page open.
Cancel	Cancel to return to your My Schedule page and cancel any permission entries that have not been applied.
OK	Click OK to apply the permission and return to your My Schedule page.
▦▶	Click on the Show All Columns icon to expand the view to show all columns in the Permission to Add table.

	Click on the Download to Excel icon to export the permission data table to Excel.
	Click on the Zoom Class Permissions icon to view the Class Permission Data in a pop-out window.
Personalize		Click on the Personalize link to change the order of the columns in your Class Permissions Data table.

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