

# 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.

**Navigation: Faculty Center > Student Permissions**

**Step 1**  
Select a class from those assigned to you in My Classes or from Unassigned, if displayed.  
Contact your School office for assistance if you do not see the class.

**Step 4**  
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 2**  
a. From the Class Permissions page that displays, view course and term information.  
b. Review Class Section Data for enrollment capacity and total, wait list total, and last date to enroll.

**Step 5**  
**Reason Code** - Select appropriate override reason code from the magnifier and/or drop down menu.

RQOFF	Official Reviewed	Official transcripts/test scores reviewed
RQUNO	Unofficial Reviewed	Unofficial transcripts/test scores reviewed
RQFAC	Faculty Waiver	Waiver of prerequisites by faculty and cannot dispute
RQIMM	Multiple Measures	Qualifies for Multiple Measures
RQCSU	Class Setup	Class setup error
RQCIE	CIE Conditional	CIE use for conditional override pending placement testing

**Step 3**  
Enter the student ID number in the ID column. The name will display upon tab or enter. Check for accuracy.  
ID numbers gray out and cannot be changed after tab/enter.  
If ID number is not correct, delete the row by clicking "-" and enter correct number (Step 2).

**Step 7**  
Click Save. A confirmation message will appear for each student permission successfully entered. An email notification will be sent to the student(s). See page two for email templates.

**Step 6**  
Select "+" to add a permission row for a new student, or select "-" to delete permission or remove incorrect ID for student in that row.  
Used permissions cannot be deleted

## Email Templates – Permission Added & Permission Revoked

### Permission Added

Dear [student first name],

You have been granted permission to enroll in [term] [class title] [class number] for [permission type] reason. Granting student specific permission does NOT enroll a student in the class. Once the permission is granted, a student must enroll in the class via self-service prior to last date to enroll, via enrollment services or School staff-assistance after last date to enroll.

This permission is valid for a one-time-only enrollment and does not apply to other sections of this course. Should you drop this class after enrolling, you will not be able to re-enroll without first obtaining another 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](mailto: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](http://madisoncollege.edu/refunds).

If you attempt to enroll with class permission and receive an error message that the last date to enroll has expired, or you require assistance, forward this email adding your explanation and Student ID number to [EnrollmentServices@madisoncollege.edu](mailto:EnrollmentServices@madisoncollege.edu).

If you are blocked from enrollment and receive Requisites Not Met or Class is Full errors, please contact the instructor for the appropriate additional permission.

Thank you and best wishes for a successful term.

### Permission Revoked

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](mailto:EnrollmentServices@madisoncollege.edu).

Thank you.