

Pathway help: Student Class Permission

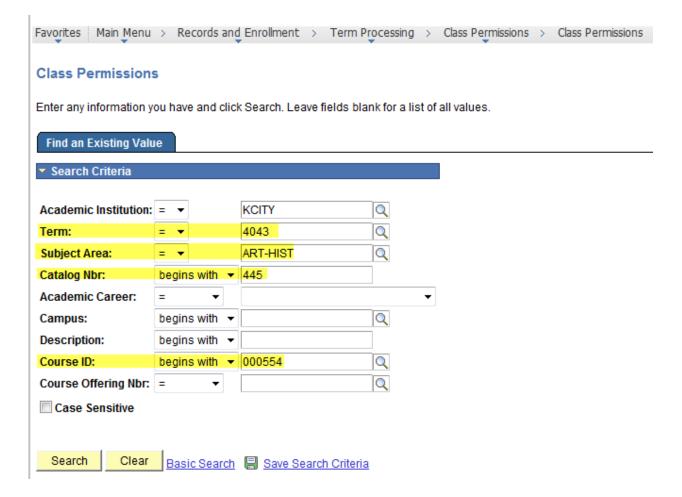
OFFICE OF REGISTRATION & RECORDS

When a class required department or instructor consent, you must enter a student's ID number into Pathway so they can register for the class. Once you have done this, students will be able to register for the course themselves via Pathway.

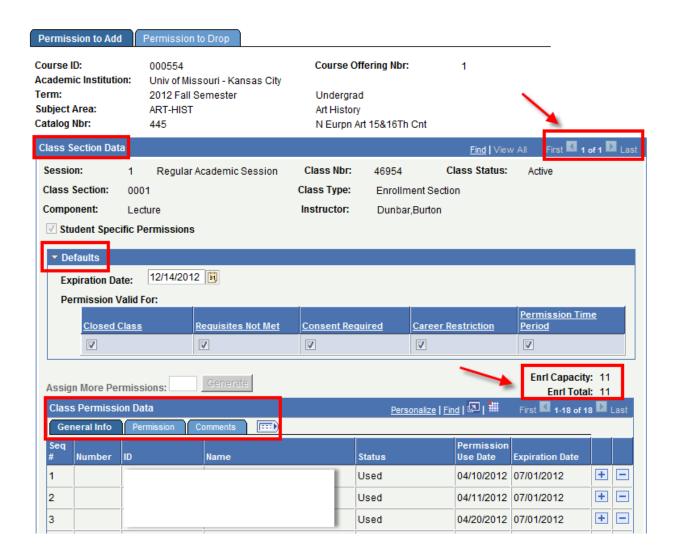
Alternatively, you can print off an add/drop form and sign-off on the class with the required signatures and forward to the Registration and Records Office. All Registration and Records forms are located at http://www.umkc.edu/registrar/forms-resources/default.asp

Path: Records and Enrollment > Term Processing > Class Permissions > Class Permissions

- 1. Enter the desired information into the search fields to find the correct class.
 - Academic Institution = KCITY
 - b. Term: (use the magnifying glass to look-up the term code if you don't know it)
 - c. Subject area: (use the magnifying glass to look-up the subject abbreviation if you don't know it)
 - d. Catalog Nbr: (optional) if you leave this blank, it will pull up a list of all classes offered in the selected subject.
 - e. Select the desired course from the Search Results



- 2. The top section of the page identifies the course information.
 - a. **Class Section Data** identifies specific section data. If multiple sections are offered you will need to use the arrows in the right hand corner of that area to scroll to the appropriate course section.
 - b. The **Defaults** section identifies what the permission is overriding.
 - i. **Closed Class** overrides the capacity set for the course.
 - Enrl Capacity shows the capacity that has been set for the class.
 - Enri Total shows the number of students currently enrolled in the class.
 - It is the responsibility of the individual adding permission to know the fire code
 capacity of the room and not allow enrollment over that capacity. You can determine
 the fire code capacity of a room via Astra Schedule at
 https://adastra.umkc.edu/Astra7/Portal/GuestPortal.aspx on the resources tab. Contact
 Marcia Roberts or Amy Cole for additional assistance with determining the fire code
 capacity for a room.
 - Remember: If you give permission to more students than the fire code capacity allowed in the class, they will all be able to enroll.
 - ii. **Requisites Not Met** overrides the course requisites that are being enforced during the registration process (i.e. must take ART-HIST 110 prior to enrolling in this course, must pass the WEPT exam, must be a student in the College of Arts and Science to take this course, etc.)
 - iii. **Consent Required** allows the student to enroll in the course when enrollment is restricted to department consent only.
 - iv. **Career Restriction** allows the student to enroll in the course if they are not in the required career (i.e. you must be an Undergraduate student to take this course).
 - v. Permission Time Period currently UMKC does not utilize this option so it can be left checked.
 - c. Class Permission Data shows students who currently have a permission in place.
 - i. **Number** is not utilized and will be blank
 - ii. ID and Name have been blocked out for student privacy
 - iii. Status shows if the permission has been utilized by the student
 - iv. Permission Use Date shows the date the permission was utilized by the student
 - v. **Expiration Date** is the date the permission will expire. You can set this date to allow the student a specific time period to utilize the permission.



- 3. To add a student permission click the plus sign
 - a. Enter the student ID and modify the Expiration Date if needed
 - b. Click Save



- 4. If you wish to rescind a student's permission to take a course so you can give it to someone else, click the minus sign to delete the row.
- 5. **Questions:** Contact Amy Cole (ext 1211) or Marcia Roberts (ext 1119).