



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.
 - a. 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**

Favorites Main Menu > Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

Academic Institution:	=	▼	KCITY	<input type="text"/>	<input type="button" value="🔍"/>
Term:	=	▼	4043	<input type="text"/>	<input type="button" value="🔍"/>
Subject Area:	=	▼	ART-HIST	<input type="text"/>	<input type="button" value="🔍"/>
Catalog Nbr:	begins with	▼	445	<input type="text"/>	
Academic Career:	=	▼		<input type="text"/>	▼
Campus:	begins with	▼		<input type="text"/>	<input type="button" value="🔍"/>
Description:	begins with	▼		<input type="text"/>	
Course ID:	begins with	▼	000554	<input type="text"/>	<input type="button" value="🔍"/>
Course Offering Nbr:	=	▼		<input type="text"/>	<input type="button" value="🔍"/>

Case Sensitive

[Basic Search](#) [Save Search Criteria](#)

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.
 - **Enrl 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.

[Permission to Add](#) | [Permission to Drop](#)

Course ID: 000554 **Course Offering Nbr:** 1
Academic Institution: Univ of Missouri - Kansas City
Term: 2012 Fall Semester Undergrad
Subject Area: ART-HIST Art History
Catalog Nbr: 445 N Eurpn Art 15&16Th Cnt

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

Session: 1 Regular Academic Session **Class Nbr:** 46954 **Class Status:** Active
Class Section: 0001 **Class Type:** Enrollment Section
Component: Lecture **Instructor:** Dunbar,Burton

Student Specific Permissions

Defaults

Expiration Date: 12/14/2012

Permission Valid For:

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>


Assign More Permissions: [Generate](#)

Enrl Capacity: 11
Enrl Total: 11

Class Permission Data Personalize | Find | First 1-18 of 18 Last

[General Info](#) | [Permission](#) | [Comments](#)

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1				Used	04/10/2012	07/01/2012	+	-
2				Used	04/11/2012	07/01/2012	+	-
3				Used	04/20/2012	07/01/2012	+	-

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**

18	02250824	Roo,Casey	Not Used	12/14/2012		+	-
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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).