

Faculty Center Class Permissions Reference Guide

This Guide is for Faculty who wish to grant class permission to students who cannot enroll in 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 for completing enrollment** in their myMadisonCollege student account.

NAVIGATION: Self Service > 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 if you don't see the class.

STEP 2
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.

STEP 3
Enter the Student ID in the ID column or use the magnifying glass to search. The name will display upon tab or enter. ID numbers cannot be edited after tabbed or entered so if incorrect, delete the row

The screenshot shows the 'Student Permissions Advisor' interface. At the top, it says 'Faculty Center' and 'Student Permissions Advisor'. Below that, it indicates 'Fall 2018 | Madison Area Technical College'. A section titled 'My Classes - Add Permissions' contains a table with two rows of class information. Callout 1 points to the first row. Below this is the 'Class Permission' section, which shows course details for 'Workplace Comm for Industry 1'. The 'Class Section Data' section shows session and enrollment information. At the bottom, the 'Class Permission Data' table has a callout 3 pointing to the 'Name' column, callout 4 to the 'Overfill Class Capacity' checkbox, callout 5 to the 'Reason Code' search field, callout 2 to the '+' and '-' buttons, and callout 6 to the 'Save' button.

STEP 6
Click Save. You will receive a confirmation message for each successful permission. The student will receive an email notification***

STEP 4
Based on the specific circumstance prohibiting the student from enrolling, click the appropriate checkbox to add or update the class permission:

- Overfill Class Capacity** - Use to exceed the listed class enrollment capacity. Confirm there are enough physical seats. The waitlist auto-enroll stops running the Wednesday prior to class start. At this point, the status of the class will not change (i.e. if in waitlist* status, it will remain in waitlist status).
- Instructor Consent/Late Enroll** - Use this to enroll a student in a class that has instructor/department consent required as an enrollment requirement. Also use to allow a student to enroll after the last date to enroll** has passed.
- Requisites Not Met** - Use this when a student does not meet the listed requisites (Reason Code required, step 4.)

STEP 5
Reason Code – Select the appropriate override reason code from the magnifier and/or drop down menu.

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

* Class Waitlists

The waitlist engine automatically enrolls the next waitlisted student as a spot becomes available. The waitlist engine runs Monday-Wednesday afternoons; this means the process stops running the Wednesday prior to the class start date. Once the class starts, the waitlist becomes obsolete. You do not have to make students add themselves to a waitlist before granting permission to enroll in your class. Just get the student's ID number and enter it into your Faculty Center's Class Permission portal.

** How to find the Last Date to Enroll

From the Self Service > Faculty Center > My Schedule > select class > find Last Date to Enroll under class details

The screenshot shows the Faculty Center interface. At the top, there are navigation tabs for 'Faculty Center', 'Advisor Center', and 'Search'. Below that, there are links for 'My Schedule', 'Class Roster', and 'Grade Roster'. The main heading is 'Faculty Center' followed by 'Class Detail'. The class title is 'COMM 32801350 - 1811 Workplace Communication for Industry 1' with a subtitle 'Madison Area Technical College | Fall 2018 | Lecture'. A 'Class Details' section contains a table with the following information:

Status	Open	Career	Degree Career
Class Number	32566	Dates	9/5/2018 - 10/24/2018
Session	8 Week - First	Grading	Graded
Units	1 units	Location	Madison
Instruction Mode	In Person	Campus	Truax Campus
Last Date to Enroll	09/11/2018		

Below the class details is a 'Meeting Information' section with a table for 'Days & Times', 'Room', 'Instructor', and 'Meeting Dates'.

*** Email Templates – Permission Added & Permission Revoked

Class Permission Granted – Your action is required

You have received permission to enroll in Fall 2018 Workplace Comm for Industry 1 33566 for Requisite Not Met reason. This permission is valid one-time only and becomes null if this class is dropped. This permission is for this section only and cannot be applied to another section of the same course.

YOUR NEXT STEPS:

In your myMadisonCollege student account, select Add/Drop Classes, then Add Classes/Shopping Cart and complete the three step process to add this class. Confirm results under Class Schedule when completed.

* If the last date to enroll has passed, contact Enrollment Services at EnrollmentServices@madisoncollege.edu for assistance with enrolling.

* If you are currently on the waitlist for this class, you may need to drop yourself from the waitlist and re-enroll for the permission to process.

Submit your official transcripts to have your previous college credit reviewed for possible advanced standing at Madison College here: <https://madisoncollege.edu/prior-learning-credit>.

Note: it is your responsibility to review if this class applies to your program of study, academic requirements, etc. Contact advising@madisoncollege.edu to further discuss your academic plans with an advisor.

View tuition/fees due and make payment in your myMadisonCollege student account under Financials. Refund Policy information is published on the web at: <http://madisoncollege.edu/refunds>.

If you believe the class permission granted and this message was sent in error, or you are blocked from enrollment, forward this email with explanation to EnrollmentServices@madisoncollege.edu. Thank you and best wishes for your success.

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.

Thank you.