

PeopleSoft Enrollment Exceptions

There are three types of enrollment exceptions:

- 1) Batch permission numbers are equivalent to override tickets. They let students into a course whether there are open seats or not (they override only class size; nothing else). They're generally used during the add period when the instructor knows that someone is dropping or being dropped, and gives another student the ticket to fill the seat. The PeopleSoft permission numbers are just numbers - there is no physical "ticket." For each class section, 20 permission numbers will be generated and given to the instructor of record.
- 2) Student-specific permission. This is a facility that allows us to create a list of students who may enroll in a course section. There's a number associated, but the student doesn't need to know it. The students given student-specific permission are able to enroll during registration and the add period, while students not on the list are not. This is the way to implement "consent of instructor" prerequisites (e.g., for senior seminar, performance music courses, honors courses).
- 3) Department overrides are permission numbers that can be set up to override class size and/or requisites and/or class level. These should clearly be used sparingly, as they allow co-requisites, pre-requisites, and level (i.e., undergrads in graduate courses) to be bypassed. These decisions should be made at the department or college level, because enrollment requirements are department, college, or university-level decisions.

Each college should designate one or more individuals to receive training and PeopleSoft security that allows them to generate permission numbers. These may be college administrative support coordinators, department ASCs, and/or department chairs. We recommend at most one person per department in general.

Principles

- 1) Permission numbers are used to manage exceptions. The Registrar's Office will no longer manage exceptions manually.
- 2) Departments need to have extra batch permission numbers on hand, as they did override tickets.
- 3) The use of student-specific permission will be restricted to special needs such as "consent of instructor" prerequisites, Honors courses.
- 4) Prerequisites should not be overridden lightly, or very often. When this is the case, our prerequisites need to be changed. Department overrides need to be provided with this principle in mind.

Notes

- 1) None of these permission mechanisms override time conflicts.