

## Online Permissions: Helpful Hints for Day Chairpersons

1. **Permissions always override class size, department consent, and prerequisites.**
  2. **Permissions cannot override time conflicts** in a student's schedule **or any "hold"** a student may have on his/her account.
  3. **Permissions cannot allow a Continuing Education student to register for a day course section.** CE students must wait for the designated Space Available registration to register for day courses.
  4. **Permissions can only be used when the self-service options are open.** In other words, once Navigator and TTVR (Touch Tone Voice Response System) are closed for registration, the permission will not allow the student in to add the class. Permissions will also not allow registration beyond the end of the designated add/drop period.
  5. **Student specific permissions (which are created based on a student's ID number) can be used on Navigator and TTVR.** Class permission numbers can only be used on Navigator, not TTVR. Instructions for students regarding the use of online permissions, both permission numbers and student specific, are on our website, [www.salemstate.edu/registrar](http://www.salemstate.edu/registrar).
  6. **Class permission numbers can be used only once by a student.** If they use the number and then drop the class, the number cannot be used again; the chairperson would need to issue another permission. **Student specific permissions, however, can be used repeatedly for the designated course section** (even if the student drops the course), because they are linked to one student's individual ID number. The only way to deactivate a student specific permission is after it expires, or if it is deleted.
  7. **For special-format courses (any that do not follow the full semester, 15-week meeting pattern), expiration dates for permissions must be set for the day before the course begins.** PeopleSoft only allows enrollment in Special Format courses up until the day before the course starts, and not even a permission can override this.
  8. **Permissions are class and section specific,** so chairpersons must communicate specifically to students:
    - a. the expiration date
    - b. the course's 4 digit code of the permission they've been given.
- Note: **If students question their expiration date or course section of the permission, the Registrar's Office will refer them back to the chairperson.**
9. **Online permissions still require the students to conduct their own registration.** Please communicate to your students that, although you have set an online permission for them in PeopleSoft, this has not registered them for the course. They must still log into their Navigator accounts and add the designated course prior to the permission's expiration date to successfully complete the registration process.
  10. **Permissions can be used through midnight on the expiration date they are issued.**