

### Quick Definitions

1. **Wait List:** The wait list is the default for almost all classes offered by Arts & Sciences. The wait list works automatically and enrolls the first *eligible* student from the wait list. It is activated when a class fills and turns off when there is space and no one on the wait list.
2. **Class Permission/Permission List:** When the enrollment in a class is managed through a SIS permission list; students must request permission from the instructor to enroll.
3. **Ad Hoc Permission:** Ad hoc permission is used to offer enrollment to a small number of students who must enroll and are unable to do so because the class is full or has a pre-requisite the instructor is willing to waive.
4. **Department Consent:** Department Consent is a department-managed consent system that allows departments to manage which students can and cannot request to enroll in a class. In some cases, departments manage research or thesis classes this way. This should not be used regularly (see below), nor should it be used to block enrollment in a class.

### Permission Lists: The Differences

**Class Permission:** Instructor Consent/Class Permission (commonly referred to as Instructor Permission and noted as Class Permission in SIS) is the term that is used to describe the enrollment transaction in SIS where a student cannot enroll in a class until the instructor grants consent/permission.

When the class is created it is designated as Instructor Consent in SIS. If a student would like to enroll in that class, they must request consent/permission through SIS. If the instructor wants to grant consent/permission, they do so in SIS and the system auto-generates an email and sends it to the student. That email will include the class subject code and number and a sentence at the end instructing the student to enroll in the class within “x” number of hours (a number that varies from 24 hours to 10 days).

At this point it is the student’s responsibility to go into SIS and enroll themselves in the class. If they do not, they will not be on the official class roster and grades cannot be assigned. Only the instructor can grant consent/permission to add the class; this is not something that the department manages or can control.

**Ad Hoc Permission:** This term that is used to describe the SIS transaction where an instructor grants an ad hoc permission to a student to enroll in their class when SIS will not allow the student to enroll. Examples of when an instructor may grant an ad hoc permission include

when a class is full and there is a wait list, or the instructor determines that the student can bypass class prerequisites that have been designated in SIS.

Ad hoc permissions are granted by navigating to the current term in the SIS Faculty Center and selecting the Class Permission icon (the icon with the yellow asterisk):



My Teaching Schedule	
	Class
	ANTH 8998-017 (11445)
	ANTH 8999-017 (11433)
	ANTH 9999-028 (12012)

*When an ad hoc permission is granted to enter a full class, the student will need to drop themselves from the wait list before enrolling in the course.* If ad hoc permission is granted and the student does not enroll in the class, you cannot grant a new ad hoc permission.

If no students drop the course, your class be over-enrolled. For example, if your class has a capacity of 40 and an ad hoc permission is granted to a student, the class will now have 41 enrolled students.

Classes have pre-designated enrollment caps, which keeps them from being overenrolled past a certain point. In the instance of an ad hoc permission being granted to bypass prerequisite classes, some departments allow students to test out of prerequisites. However, as those tests are not tied to SIS, there is no way for SIS to know the student no longer needs those prerequisites to enroll. In this case, an ad hoc permission can be granted, which will allow the student to enroll in the class. Again, only the instructor can grant consent/permission to add the class; this is not something that the department manages or can control.

**Departmental Consent:** Department Consent is a department-managed consent system that allows departments to manage which students can and cannot request to enroll in a class. In some cases, departments manage research or thesis classes this way.

Department Consent has also been used to block enrollment in a class until an instructor is hired though we recommend a better way to do this is to turn off both the wait list and the permission list and set the enrollment to zero (0) until an instructor is hired. At that point, the enrollment capacity can be set, and the instructor can determine if s/he wants a wait list or a permission list.

Although Departmental Consent is integrated with SIS, the consents that are granted for this system are not part of the SIS permission system. As departmental consent is not tied to enrolling in a class via SIS (nor to an instructor), an email is not auto generated.

It is important to recognize that there is a difference between a department granting consent to a student to enroll in class and the instructor of a course granting a student permission to be in that class either via Instructor Permission or Ad Hoc Permission.

### **Summary**

It is important to understand the differences between these three different types of consent/permission, and how the students use them. When a student asks if they have permission to enroll in a class, they are usually referring to an Instructor Consent class (which they will call Instructor Permission). They may also be referring to Departmental Consent if the department that they are referring to regularly utilizes Department Consent. They are rarely referring to ad hoc permission, which is a “backdoor” way for instructors to allow students to enroll in their classes when SIS is denying them access.

In the end, if a student is requesting permission, it is a good idea to double check with the student what exactly they are trying to accomplish and review the class to determine whether it is an instructor permission class.