

Granting Cross-Career Permissions

Advising Office Procedure

ACN May 2019

POWERFUL IDEAS PROVEN RESULTS

Important Notes

Students in the Bachelor's Degree track who take Associate Degree track courses will pay Bachelor's-level tuition for those courses, regardless of location.

Students in the Associate track who take Bachelor's track courses will pay Bachelor's-level tuition, regardless of location.

Bachelor's track courses held at the branch campuses will not require permission for Bachelor's track enrollment. These courses are set up as "off-campus" classes located in Waukesha or Washington County classrooms. Associate students WILL need permission to enroll in these sections.

Student Specific Permissions

The College of General Studies is willing to allow Bachelor's track students in their courses based on the permission of the student's advising unit.

PAWS Navigation:

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

Need Access?

Have your supervisor contact <u>RO-PAWS@uwm.edu</u>



Entering Class Permissions

1 Enter the Term, Course Subject Area, and Catalog Number for the class in which the student's been approved to enroll.

2 Select the Course Offering that matches the location of the branch campus desired.

WASH = Washington County WAUK = Waukesha ONLE = UW College Courses Online

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IMPORTANT:

Permission is sectionspecific, so if there are multiple sections for a course, permissiongranters need to either be intentional about the specific section for which they are granting permission OR give permission for multiple sections. (Enrollment sections only – permission is not required for attached labs and discussions .)

When students encounter errors in trying to enroll with permission, it is almost always due to a mismatch between the section number they're trying to enroll in and the section number for which they've been given permission.

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Check the "Career Restriction" box ONLY, unless additional permission has been approved by the College of General Studies to over-enroll, bypass prerequisites, etc.

2 Enter the student's EMPL ID or utilize the search function to identify the student.

> Expiration dates can be utilized, but will not override system-coded deadlines for course adds.

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1 On the "Permissions" tab, verify that the Career Restriction checkbox is checked.

> (The box can also be checked here, rather than through the Defaults option above.)

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1 **BEST PRACTICE** On the "Comments" tab, enter information related to the approval of the permission.

2 Save the entry. Once saved, the student will be able to process the specific section through their shopping cart.



Focus Search Express

Schedule Search Functionality

ACN May 2019

Academic Catalog:



Schedule of Classes:

Spring 2020

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