

Granting Cross-Career Permissions

Advising Office Procedure

ACN May 2019

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 RO-PAWS@uwm.edu

Class Permissions

https://paws.uwm.edu/psp/sap

PAWS Panther Access to Web Services **UWMILWAUKEE** UNIVERSITY OF WISCONSIN

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

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Class Permissions

Enter any information you have and click Search. Leave fields blank for a list of all values.

Find an Existing Value

Search Criteria

1 Academic Institution: = UWMIL

Term: = 2199

Subject Area: = CGS ENG

Catalog Nbr: begins with 102

Academic Career: =

Campus: begins with

Description: begins with

Course ID: begins with

Course Offering Nbr: =

Academic Organization: begins with

Case Sensitive

Search Clear Basic Search Save Search Criteria

Search Results

View All First 1-3 of 3 Last

Academic Institution	Term	Subject Area	Catalog Nbr	Academic Career	Campus	Description	Course ID	Course Offering Nbr
UWMIL	2199	CGS ENG	102	Assoc Ugrd	ONLE	Crit Write, Read, and Research	014404	3
UWMIL	2199	CGS ENG	102	Assoc Ugrd	WASH	Crit Write, Read, and Research	014404	1
UWMIL	2199	CGS ENG	102	Assoc Ugrd	WAUK	Crit Write, Read, and Research	014404	2

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

Course ID 014404 **Course Offering Nbr** 1

Academic Institution University Wisconsin-Milwaukee

Term Fall 2019 Assoc Ugrd

Subject Area CGS ENG CGS English

Catalog Nbr 102 Crit Write, Read, and Research

Class Section Data Find | View All First 1 of 5 Last

Session 1 Regular Academic Session **Class Nbr** 25320 **Class Status** Active

Class Section 5001 **Class Type** Enrollment Section

Component Lecture **Instructor** Ostrenga, David Alan

Student Specific Permissions

Defaults

Expiration Date 12/12/2019

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Class Permission Data Personalize | Find First 1 of 1 Last

General Info | **Permission** | **Comments**

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date		
1		0604064	Paws, Rachael Rita	Not Used		12/12/2019	+	-

Save | Return to Search | Previous in List | Next in List | Notify

1

IMPORTANT: Permission is section-specific, so if there are multiple sections for a course, permission-granters 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.

Class Permissions Student Services Ctr (Student) https://paws.uwm.edu/psp/saprod/EMPLOYEE

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Permission to Add | **Permission to Drop**

Course ID 014404 **Course Offering Nbr** 1
Academic Institution University Wisconsin-Milwaukee
Term Fall 2019 **Assoc Ugrd**
Subject Area CGS ENG **CGS English**
Catalog Nbr 102 **Crit Write, Read, and Research**

Class Section Data Find | View All First 1 of 5 Last

Session 1 **Regular Academic Session** **Class Nbr** 25320 **Class Status** Active
Class Section 5001 **Class Type** Enrollment Section
Component Lecture **Instructor** Ostrenga,David Alan

Student Specific Permissions

Defaults

Expiration Date 12/12/2019

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions

Class Permission Data Personalize | Find | 1 of 1 Last

General Info | **Permission** | **Comments**

Seq #	Number	ID	Name	Status	Permission Use Date	Expiration Date
1		0604064	Paws,Rachael Rita	Not Used		12/12/2019

1 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.

Class Permissions Student Services Ctr (Student) +

https://paws.uwm.edu/psp/saprod/EMPLOYEE Search

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

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Permission to Add **Permission to Drop**

Course ID 014404 **Course Offering Nbr** 1
Academic Institution University Wisconsin-Milwaukee
Term Fall 2019 **Assoc Ugrd**
Subject Area CGS ENG **CGS English**
Catalog Nbr 102 **Crit Write, Read, and Research**

Class Section Data Find | View All First 1 of 5 Last

Session 1 Regular Academic Session **Class Nbr** 25320 **Class Status** Active
Class Section 5001 **Class Type** Enrollment Section
Component Lecture **Instructor** Ostrenga,David Alan

Student Specific Permissions

Defaults

Expiration Date 12/12/2019

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions

Class Permission Data Personalize | Find | First 1 of 1 Last

General Info **Permission** **Comments**

Seq #	Number	ID	Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period		
1		0604064	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="button" value="+"/>	<input type="button" value="-"/>

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.)

1

Class Permissions x Student Services Ctr (Student) x +

https://paws.uwm.edu/psp/saprod/EMPLOYEE Search

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Permission to Add | **Permission to Drop**

Course ID 014404 **Course Offering Nbr** 1
Academic Institution University Wisconsin-Milwaukee
Term Fall 2019 Assoc Ugrd
Subject Area CGS ENG CGS English
Catalog Nbr 102 Crit Write, Read, and Research

Class Section Data Find | View All First 1 of 5 Last

Session 1 Regular Academic Session **Class Nbr** 25320 **Class Status** Active
Class Section 5001 **Class Type** Enrollment Section
Component Lecture **Instructor** Ostrenga, David Alan

Student Specific Permissions

Defaults

Expiration Date 12/12/2019

Permission Valid For

Closed Class	Requisites Not Met	Consent Required	Career Restriction	Permission Time Period
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

Assign More Permissions Generate

Class Permission Data Personalize | Find | First 1 of 1 Last

General Info | **Permission** | **Comments**

Seq #	Number	ID	Comments
1		0604064	OK per School of Education Advising

Save | Return to Search | Previous in List | Next in List | Notify

[Permission to Add](#) | [Permission to Drop](#)

- 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:

catalog.uwm.edu

Schedule of Classes Catalog Archive Download Catalog

UNIVERSITY of WISCONSIN
UWMILWAUKEE | Academic Catalog 2019-2020

Search ...

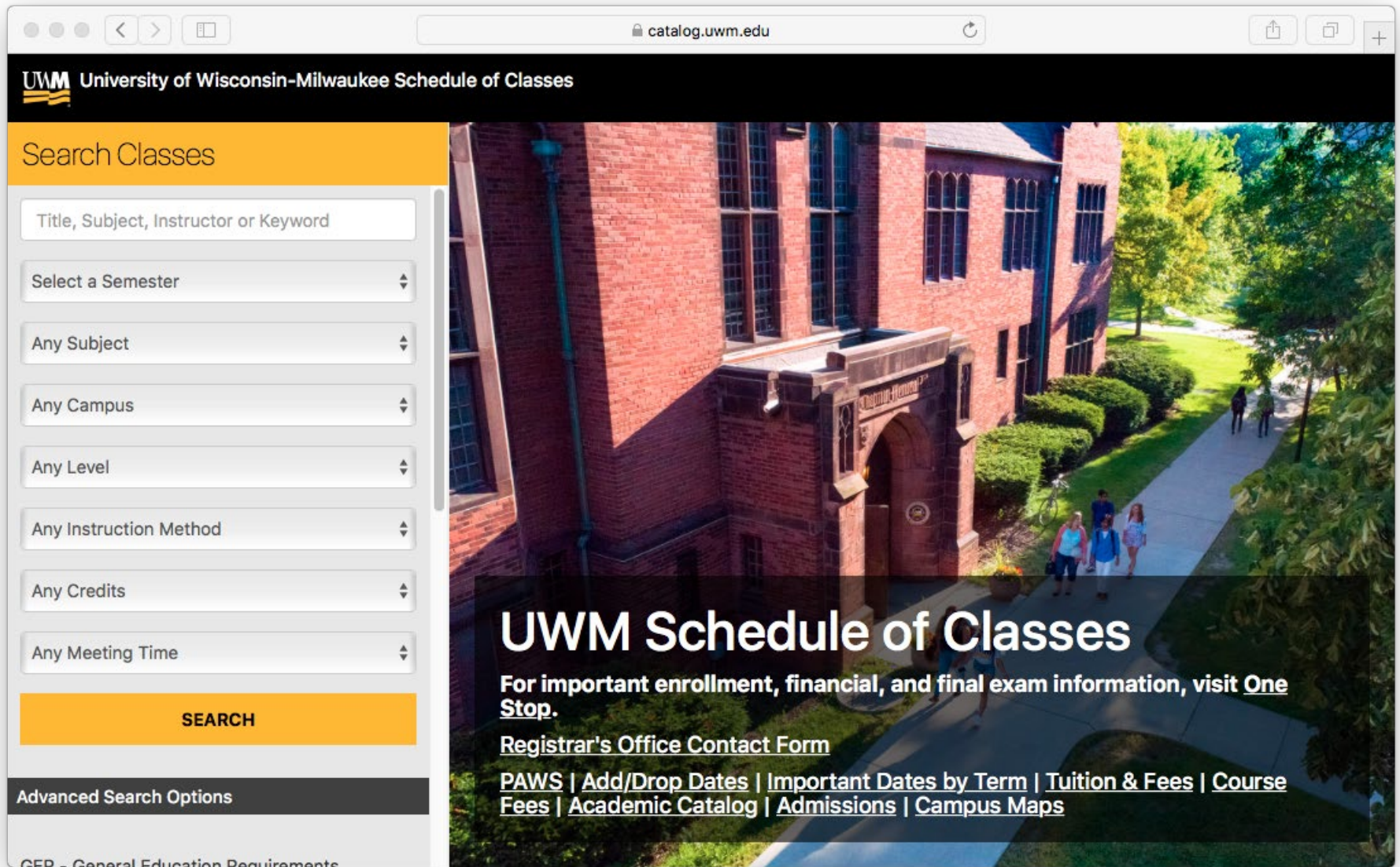
Programs Courses Admission & Costs Policies Opportunities & Resources Visit » Apply »

Choose Your Course.
Explore the catalog of programs and courses at the University of Wisconsin-Milwaukee.

PROGRAMS

Schedule of Classes:

Spring 2020



The image shows a browser window displaying the University of Wisconsin-Milwaukee (UWM) Schedule of Classes website. The browser's address bar shows the URL catalog.uwm.edu. The page header includes the UWM logo and the text "University of Wisconsin-Milwaukee Schedule of Classes".

On the left side, there is a "Search Classes" section with several filters:

- Title, Subject, Instructor or Keyword
- Select a Semester
- Any Subject
- Any Campus
- Any Level
- Any Instruction Method
- Any Credits
- Any Meeting Time

A yellow "SEARCH" button is located below the filters. Below the search filters is a link for "Advanced Search Options". At the bottom left, there is a link for "GEP - General Education Requirements".

The main content area features a large banner image of a brick building with a walkway. Overlaid on the banner is the text:

UWM Schedule of Classes

For important enrollment, financial, and final exam information, visit [One Stop](#).

[Registrar's Office Contact Form](#)

[PAWS](#) | [Add/Drop Dates](#) | [Important Dates by Term](#) | [Tuition & Fees](#) | [Course Fees](#) | [Academic Catalog](#) | [Admissions](#) | [Campus Maps](#)