Quick Guide – Special Permission

The Special Permission panel is used to grant special permission and view students with special permission.

- You may need to grant special permission for sections that have a restriction, for undergraduates who register in a 200-level course, and for all students who audit the course (reduce to zero semester hours).

- If you add a student number to the list it DOES NOT add the student to the course. If you delete a student number from the list it DOES NOT drop a student from the course. You are just giving them permission to add the course.

- Independent study type courses cannot have a restriction. Therefore, when working with an independent study type course, you will only add a student to the list to give permission to an undergraduate in a 200-level course or to give approval for a student to audit (reduce to zero semester hours).

- If a course is cross-referenced, the department that is the Administrative Home is the ONLY NUMBER that will be displayed for updating. A student will, however, be able to add under any of the cross-referenced department numbers.
**Special Permission**

This is how to grant students **Special Permission in MAUI.**

1) On the **My Courses** Dashboard, click **Special Permission** *edit* link.

2) You will receive the following screen. On this screen, you can grant special permission (and audit) to individual students.
   a) Enter the student’s university or hawkid
   b) Click **Allowed to audit** (if applicable)
   c) Click **Grant special permission for student** button

3) You will receive the following message, and the student will display on the page.