Special Permission - Planner

This is how to grant special permission to students via the Offerings Planner.

1) After searching for a course (see Course Offerings – Searching for a course), click view for the desired section.

2) Select Special Permission from the drop down list.
3) Enter the student’s hawkid or UID.
4) Check either course level OR section level permission (check audit, if applicable).
5) Click Add Student.

6) You will receive the following message. This indicates you have successfully granted special permission; it does not indicate the student has been added to the course.