This page contains information and instructions regarding granting Special Permission using the Offerings Planner.

- Users with access can grant special permission via the Person dashboard. Please see Special Permissions - Person for more information.
- Users with access to Offerings Planner can bulk upload Special Permission via the Offerings Planner dashboard. Please see Special Permission - Upload Special Permission for more information.
- Instructors can grant special permission via the My Courses dashboard. Please see Special Permission - Instructor for more information.

Special Permission Information - Planner

Granting Special Permission to a student allows registration in a section which they would not normally be eligible to register for due to various reasons.

- Restrictions - if a section has a restriction that the student does not meet then granting them Special Permission will allow them to register via MyUI.
- Prerequisites - if a section has a Prerequisites that the student does not meet then granting them Special Permission will allow them to register via MyUI. More Information about Prerequisites.
- Course Level - if a course is a level that the student does not qualify for, then granting them Special Permission will allow them to register via MyUI.

Special Permission can be granted in various ways depending on what is desired by the student or department.

- Course Level Permission - Granting Course Level Special Permission will allow a student to register in any section of the course. Course Level Special Permission will override restrictions but no prerequisites.
  • NOTE: If granting Special Permission for an Independent Study (:IND) it must be granted at the course level.
- Section Level Permission - Granting Section Level Special Permission will allow a student to register only in the selected section. Section Level Special Permission will override both restriction and prerequisites.
- Prerequisite Permission - Granting Prerequisite Permission will allow a student to register in a course for which they have not met the Prerequisite. Prerequisite Special Permission will not override restrictions. More Information about Prerequisites.
- Special Permission Number - Departments may request that the course or section have a Special Permission Number added which the student will need to enter in order to register on MyUI. Departments can request one number that can be used multiple times, or multiple numbers that can only be used once per student.

Special Permission miscellaneous information:

- Special Permission can only be granted for a student once their session has been created and the section/course has been approved in Planner.

How to: Grant Special Permission in Planner

Click for printable version.
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 student has been added.” This indicates you have successfully granted special permission; it does not indicate the student has been added to the course.