Permit request site

Have web master (Matt currently) add the person that will be processing permit requests as an administrator to the system

Process requests in the order received.

* Check student’s UM Degree to see if the student is eligible for the course. You may need to check the notes at the bottom of the worksheet or the advising plan for more information.
* Issue permit(s) is student is eligible.
* Reply to each request with codes (see attached sheet).
* The honors indicator on the site doesn’t work correctly.
* The athlete indicator on the site works correctly most of the time.

Some requests are coded “pending” until grades post for the current semester or grades post for summer, if the request is for fall.

* Business student that has below a 2.5 GPA
* Student is in second attempt of the prerequisite
* Missing a transcript
* Accounting major hasn’t earned B- or better in ACCT 2020 for current semester

If a student contacts the office about the status of a permit request, you can search the site using the student’s user name.

Information on the site

* Tell web master (Matt currently) a start date for the site to be opened for the semester – usually 3 weeks before registration begins
* Tell web master the date to close the site – usually the last day to register for that semester
* Not all business classes are listed on the permit request site
  + Lower division courses are not listed
    - If there is no direct prerequisite, the student will not need a permit unless the section is full. That is handled by the multipurpose form
    - If the student has not completed the prerequisite (with minimum required grade), the prerequisite exception is handled by the multipurpose form
  + Upper division business courses that have a direct prerequisite
    - If the student has not completed the prerequisite (with minimum required grade), the prerequisite exception is handled by the multipurpose form
    - This does not include FIR 3410 or SCMS 3711
  + MGMT 4710
  + Independent study sections
  + Internship sections
  + Thesis sections

If the student is coded upper division business (ABCR) approved in INB (internet native Banner), a permit will not be needed. Exceptions to this are MGMT 4710, internships, independent studies, honors thesis and the prerequisite exception. MGMT 4710 permits are issued by Mark after the student has applied for graduation and he verifies eligibility.

Check screen SGASADD for the “ABCR” code in the bottom section. We normally refer to this as BCR which stands for Business Core Requirement.

A permit will be needed for upper division business courses if the student is in a transition semester – the student is taking one or more upper division business courses while working on or completing the lower division business core. For this, the student must have 45 earned credit hours, meet specific course prerequisites, and be taking classes in the lower division business core (and COMM 2381 and 9 hours of ENGL).

A permit will be needed for upper division business courses if the student will be upper division approved at the end of the current semester.

All nonbusiness majors must have a permit for upper division business classes that needs the BCR code.

Senior Honors Thesis requires a permit. There is a form to be completed by the student, approved by instructor, department chair and Dr. Tankersley. Have class scheduler create a section, if needed, and issue the permit.

Independent Study courses – a student will work individually with an instructor. Supply Chain Management, Management with a concentration in Human Resources Management and starting in 2016, the International Business majors are required to complete an independent study or internship. The student must complete the multipurpose form. If a section is not on the schedule, have the class scheduler create a section.

Courses that require the BCR code for registration are

ACCT 3000 ACCT 3011 ACCT 3110

ACCT 3130 ACCT 3310 ACCT 3510

All 3000 ECON All 4000 ECON FIR 3310

FIR 3410 FIR 3810 FIR 4310

FIR 4320 FIR 4331 FIR 4340

FIR 4350 FIR 4810 FIR 4820

MGMT 3110 MGMT 3215 MGMT 3510

MIS 3210 MIS 4310 MIS 4321

MKTG 3010 MKTG 3340 MKTG 3410

MKTG 4230 MKTG 4470 SCMS 3711

Request permission to register for a full class – the student will complete the multipurpose form. When processed, the student will receive the following information in an email: A closed class permit has been issued.  Use the add/drop screen and enter the CRN number in the little box at the bottom of the page to register.

Check the student’s transcript to be sure the student is eligible for the course. Check room information to be sure this will not go above room capacity. If you are not sure about the room capacity, contact the class scheduler.

It is a violation of the University fire code to go above room capacity.

If the student has not completed the prerequisite to a course, the student must use the multipurpose form to request a prerequisite exception. Please do not encourage this! Prerequisites are in place to help students be successful in the course. If the department chair approves the exception, the form is sent electronically to [fcbeadvising@memphis.edu](mailto:fcbeadvising@memphis.edu). A permit is issued and the student is notified by university email. Example, a student wants to take SCMS 3711 at the same time as SCMS 2710.

You may hear from a student that the course is not on the permit request site and they want to request a permit for it. Reasons a course is not on the request site

* The course is not taught in Fogelman College – such as MGMT 3030, section R50. This is a Regents Online Degree course.
* The course is lower division and does not have a prerequisite – such as ECON 2020
* The course is an independent study, internship, or Senior Honors thesis. Student must complete appropriate form and obtain approval.
* The course is MGMT 4710. See information earlier in this handout.
* The student must have completed or be enrolled in the prerequisites for the course – such as MGMT 4461 which has MGMT 3110 and MGMT 3510 as prerequisites.