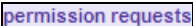
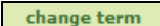

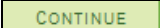

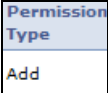
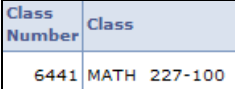
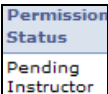



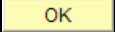
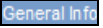
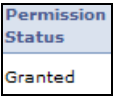

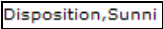

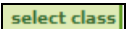







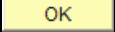

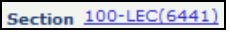
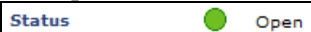


Reviewing Requests for Permission to Add or Drop a Class

1.	From the Faculty Center, click the Permission Requests tab. 
2.	To access permission requests in a future term, click the Change Term button. 
3.	Select the appropriate term from the options that appear. 
4.	Click the Continue button. 
5.	The Permission Requests screen appears. All students who have requested a permission appear in the table on the screen. To select a student to review, click on his/her checkbox in the Select column. 
6.	The Permission Type, Student ID, Student Name, class data, Permission Status, and date stamp are listed on the General Info tab that defaults on the screen.
7.	The Permission Type field indicates either Add or Drop . The Add value indicates that a student is requesting permission to add a class. The Drop value indicates that a student is requesting permission to drop a class. Permission to drop a class is only required for those classes that list Drop Consent as a requirement in the Schedule of Classes. Most classes can be dropped without permission using the Drop sub-tab in the Student Center. 
8.	The Class Number and Class fields identify the class and section for which the student is requesting a permission. 
9.	The Pending Status field displays the progress of the permission type. The status Pending Instructor means that an instructor needs to review and take action on a permission request. The status Pending Registrar means that the type of permission requested requires the review of the Registrar. 

10.	<p>The Updated on field contains the day and time that the permission request was last updated.</p> <p>The Updated by column contains the name of the individual who made the update.</p> <table border="1" data-bbox="381 331 662 426"> <thead> <tr> <th>Updated on</th> <th>Updated by</th> </tr> </thead> <tbody> <tr> <td>10/20/2008 10:33:37AM</td> <td>Abbott-Hill, Luke</td> </tr> </tbody> </table>	Updated on	Updated by	10/20/2008 10:33:37AM	Abbott-Hill, Luke
Updated on	Updated by				
10/20/2008 10:33:37AM	Abbott-Hill, Luke				
11.	<p>Click the Permission tab.</p> <p></p>				
12.	<p>The Permission tab contains the Permission Types that the student has requested.</p> <p>Add or remove permission types as necessary.</p>				
13.	<p>Optional: To enforce an expiration date for the permission, enter a date in the Expiration Date field.</p>				
14.	<p>Click the Comments tab.</p> <p></p>				
15.	<p>The student may have left comments for the approver in the Student Comments field.</p>				
16.	<p>Optional: You may leave comments for the student. Enter comments into the Instructor Comments field. These comments will be visible to the student on the Comments tab of the Permission screen in the Student Center.</p>				
17.	<p>Click the Grant button to grant the permission and allow the student to add or drop your class.</p> <p>Click the Deny button to deny the student's request for permission to add or drop your class.</p> <p></p>				
18.	<p>A confirmation screen appears.</p> <p>If you would like to review again or are unsure about the transaction, please click the Cancel button to return to the Permissions screen.</p> <p>Click the OK button to proceed. An email is sent to the student stating your decision. A copy of the email is sent to you, as well. If permission was granted, the student can now add the class.</p> <p></p>				
19.	<p>Click the General Info tab.</p> <p></p>				

20.	<p>The permission is updated. The Permission Status field displays the progress of the permission request. If the permission request requires the additional consent of a Registrar, then the Status will display "Pending Registrar" and an email message will be sent to the Registrar.</p> 
21.	<p>You may become aware of a student's need for permission to add your class without the student requesting a permission through the SIS.</p> <p>To create a permission for a student, click the Add Row button.</p> 
22.	<p>A new permission row appears.</p> <p>Enter the student's ID number into the Student ID field. Or, click the Look up ID button to search for a student by Campus ID (Case Network ID, National ID (Social Security Number), or Last Name and First Name.</p>
23.	<p>Press [Tab] on your keyboard.</p>
24.	<p>The student's name appears in the Student Name column.</p> 
25.	<p>Click the Look up Class button.</p> 
26.	<p>The Class Search Criteria screen appears. Search for the class to which you are granting the student permission to add.</p> <p>Enter the class's subject code into the Course Subject field.</p>
27.	<p>Optional: Enter the class's course number into the Course Number field.</p>
28.	<p>Click the Search button or press [Enter] on your keyboard.</p>
29.	<p>Decision: Search results appear. What would you like to do?</p> <ul style="list-style-type: none"> • Proceed to select the class Go to step 30 on page 3 • Review Enrollment Requirements Go to step 41 on page 4
30.	<p>The search results appear. Locate the class to which you are granting the student permission to add from the search results.</p> <p>Click the Select Class button.</p> 
31.	<p>Click the Permission tab.</p> 

32.	<p>Select the appropriate permissions for the student.</p> 
33.	<p>Optional: To enforce an expiration date on the permission, enter a date into the Expiration Date field.</p> 
34.	<p>Optional: Click on the Comments tab and leave a message for the student to read in the Instructor Comments field. These comments will be visible to the student on the Comments tab of the Permission screen in the Student Center.</p> 
35.	<p>Click the General Info tab.</p> 
36.	<p>Click the Select checkbox option next to the student's name.</p> 
37.	<p>Click the Grant button.</p> 
38.	<p>A confirmation screen appears.</p> <p>If you would like to review again or are unsure about the transaction, please click the Cancel button to return to the Permissions screen.</p> <p>Click the OK button to proceed. An email is sent to the student stating your decision. A copy of the email is sent to you, as well. If permission was granted, the student can now add the class.</p> 
39.	<p>To revoke a permission that has not been used, click on the Select checkbox option next to the student's name and click the Revoke button.</p> 
40.	<p>This completes the process of reviewing requests for permission and creating permissions to add or drop a class.</p> <p>End of Procedure. Remaining steps apply to other paths.</p>
41.	<p>The search results appear.</p> <p>Optional: To review the enrollment requirements needed for your class, click the Section link.</p> 
42.	<p>The Class Details screen appears.</p> <p>The Class Status (open, closed, or waitlist) is indicated in the Class Details group box. If the class is closed to enrollment and you wish to let a student in, then select the Closed Class permission on the Permissions tab when you return to the Permissions screen.</p> 

43.	<p>The class Career is also listed in the Class Details group box. If the student is enrolled in an Academic Career that is different from the career of the class, then that student may require a Career Restriction permission to add the class.</p> <p>Career Undergraduate</p>
44.	<p>If students need your permission to add the class, then the Add Consent field is present and displays Instructor Consent Required in the Enrollment Information group box. This enrollment requirement requires that the Consent Required permission be granted to every student that wants to add your class.</p> <p>If students need your permission to drop the class, then the Drop Consent field is present and displays Instructor Consent Required in the Enrollment Information group box. This enrollment requirement requires that the Consent Required permission be granted to every student that wants to drop your class.</p>
45.	<p>Co- and prerequisite requirements for enrollment are also listed in the Enrollment Requirements field. Students who request permission to override a co- or pre-requisite requirement need a Requisites not Met permission from the class instructor.</p> <p>Enrollment Requirements Prereq: MATH 124.</p>
46.	<p>Click the Select Class button.</p> <p>SELECT CLASS</p> <p>Go to step 31 on page 3</p>