

## Reviewing Permission Requests to Add or Drop a Class

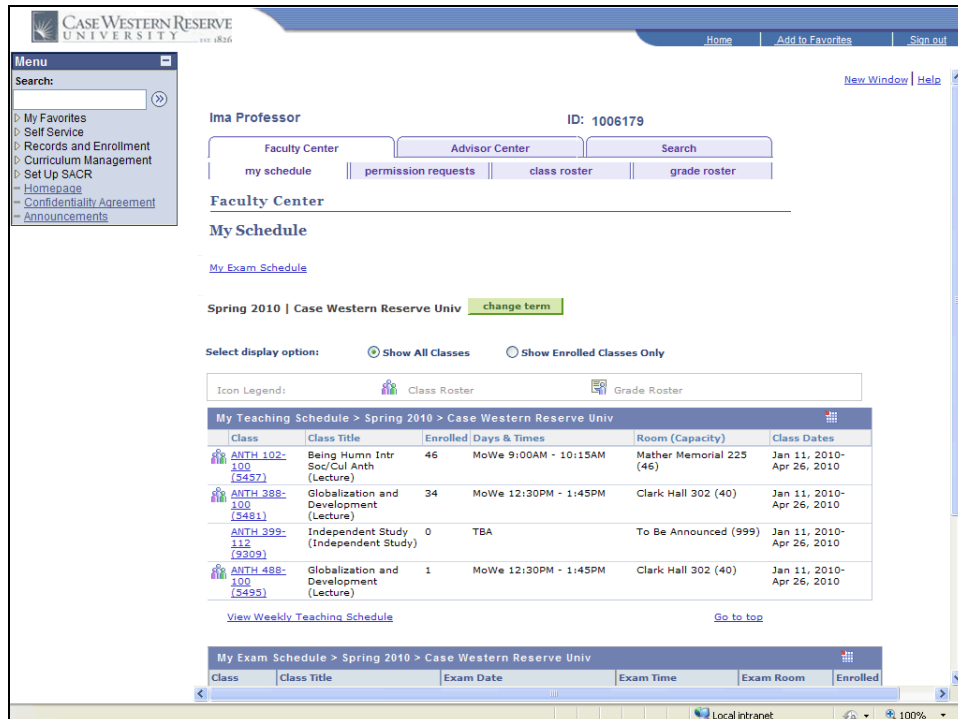
### Concept

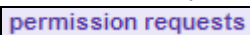
This document demonstrates how instructors and their proxies can review students' requests for permission to register for a class. It also demonstrates how instructors and proxies can enter permission for a student to register for a class without a student's request.

### Procedure

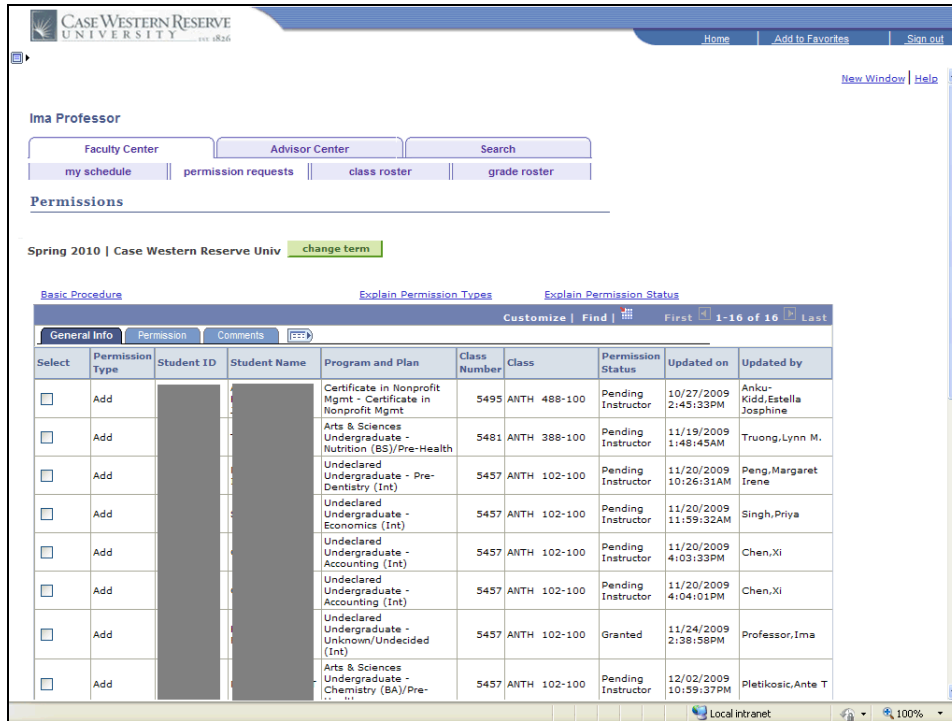
Use these directions to review the requests that students make for permission to register for a class that you teach. In some cases, students must also request an instructor's permission to drop a class.

Please note: Some images in this document have been altered to protect the privacy of members of the CWRU community,



Step	Action
1.	From the Faculty Center, click the <b>Permission Requests</b> tab. 

# Reviewing Permission Requests to Add or Drop a Class

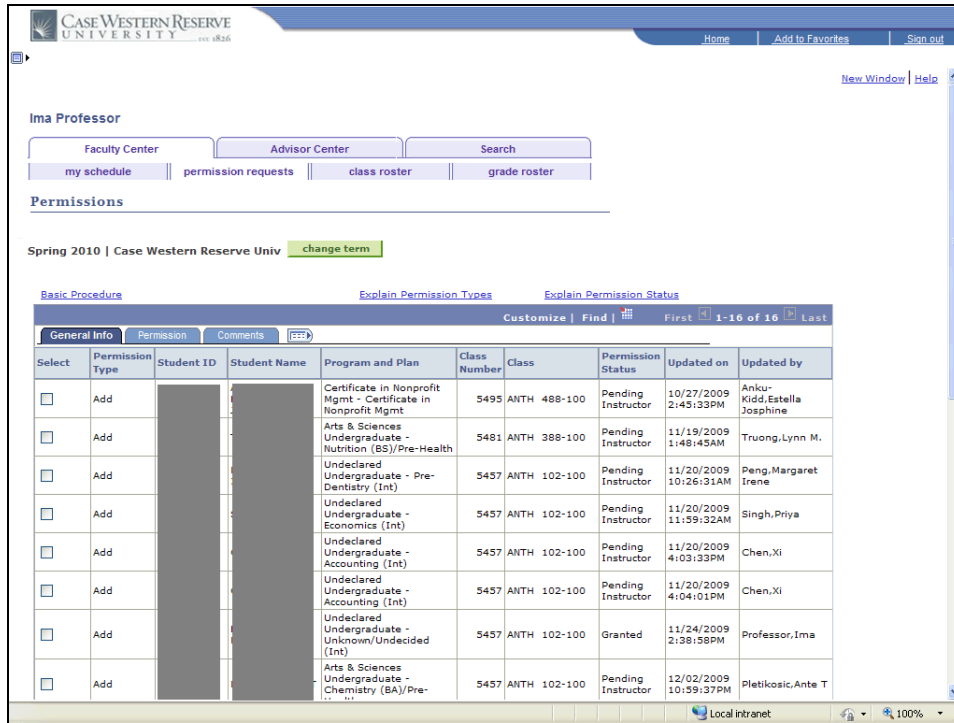


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Select	Permission Type	Student ID	Student Name	Program and Plan	Class Number	Class	Permission Status	Updated on	Updated by
<input type="checkbox"/>	Add			Certificate in Nonprofit Mgmt - Certificate in Nonprofit Mgmt	5495	ANTH 488-100	Pending Instructor	10/27/2009 2:45:33PM	Ankur-Kidd, Estella Josphine
<input type="checkbox"/>	Add			Arts & Sciences Undergraduate - Nutrition (BS)/Pre-Health	5481	ANTH 388-100	Pending Instructor	11/19/2009 1:48:45AM	Truong, Lynn M.
<input type="checkbox"/>	Add			Undeclared Undergraduate - Pre-Dentistry (Int)	5457	ANTH 102-100	Pending Instructor	11/20/2009 10:26:31AM	Peng, Margaret Irene
<input type="checkbox"/>	Add			Undeclared Undergraduate - Economics (Int)	5457	ANTH 102-100	Pending Instructor	11/20/2009 11:59:32AM	Singh, Priya
<input type="checkbox"/>	Add			Undeclared Undergraduate - Accounting (Int)	5457	ANTH 102-100	Pending Instructor	11/20/2009 4:03:33PM	Chen, Xi
<input type="checkbox"/>	Add			Undeclared Undergraduate - Accounting (Int)	5457	ANTH 102-100	Pending Instructor	11/20/2009 4:04:01PM	Chen, Xi
<input type="checkbox"/>	Add			Undeclared Undergraduate - Unknown/Undecided (Int)	5457	ANTH 102-100	Granted	11/24/2009 2:38:58PM	Professor, Ima
<input type="checkbox"/>	Add			Arts & Sciences Undergraduate - Chemistry (BA)/Pre-	5457	ANTH 102-100	Pending Instructor	12/02/2009 10:59:37PM	Pletkoscic, Ante T


Step	Action
2.	<p>Permission requests for the current term appear.</p> <p>To access permission requests in a future term, click the <b>Change Term</b> button and select a term from the list of terms in which you have taught or are scheduled to teach.</p> <p><a href="#">change term</a></p>

## Reviewing Permission Requests to Add or Drop a Class



Select	Permission Type	Student ID	Student Name	Program and Plan	Class Number	Class	Permission Status	Updated on	Updated by
<input type="checkbox"/>	Add			Certificate in Nonprofit Mgmt - Certificate in Nonprofit Mgmt	5495	ANTH 488-100	Pending Instructor	10/27/2009 2:45:33PM	Anku-Kidd, Estella Josphine
<input type="checkbox"/>	Add			Arts & Sciences Undergraduate - Nutrition (BS)/Pre-Health	5481	ANTH 388-100	Pending Instructor	11/19/2009 1:48:45AM	Truong, Lynn M.
<input type="checkbox"/>	Add			Undeclared Undergraduate - Pre-Dentistry (Int)	5457	ANTH 102-100	Pending Instructor	11/20/2009 10:26:31AM	Peng, Margaret Irene
<input type="checkbox"/>	Add			Undeclared Undergraduate - Economics (Int)	5457	ANTH 102-100	Pending Instructor	11/20/2009 11:59:32AM	Singh, Priya
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<input type="checkbox"/>	Add			Arts & Sciences Undergraduate - Chemistry (BA)/Pre-	5457	ANTH 102-100	Pending Instructor	12/02/2009 10:59:37PM	Pletkoscic, Ante T

Step	Action
3.	<p>All students who have requested permission to register for one of your classes appear.</p> <p>To select a student to review, click on his/her checkbox in the <b>Select</b> column.</p> <input type="checkbox"/>

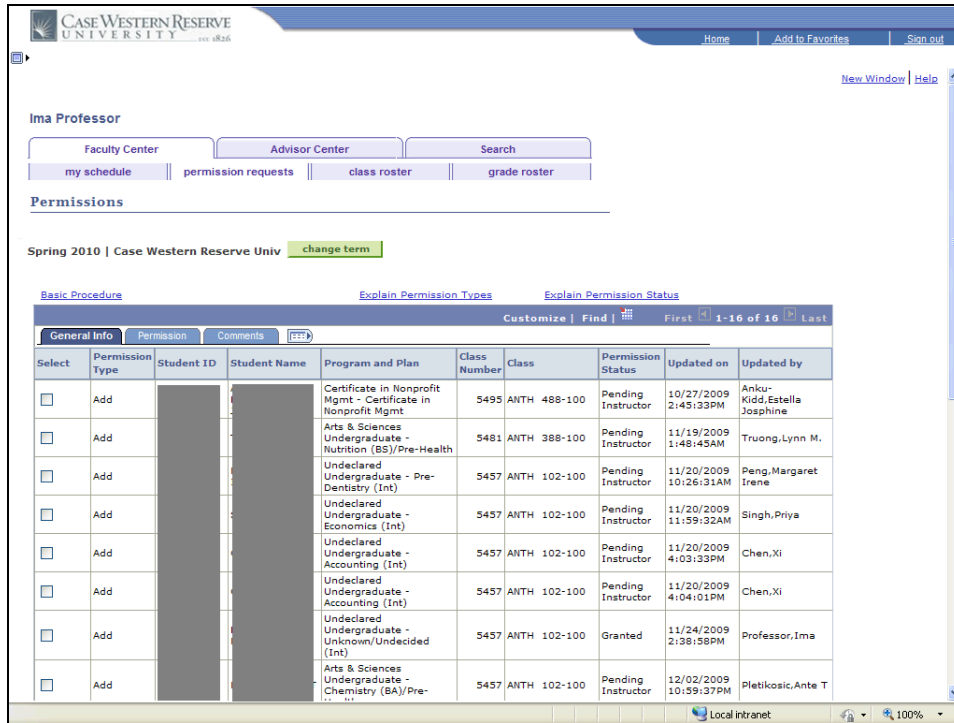
 To read on-screen directions for how to get started, click the [How to Get Started](#) link.

Step	Action
4.	<p>The following information is listed for each permission request:</p> <p><b>Permission Type</b> - Add or Drop  <b>Student ID</b>  <b>Student Name</b>  <b>Program and Plan</b> - college/major/course of study  <b>Class Number</b>  <b>Class</b> subject and catalog number  <b>Permission Status</b> - Pending, Granted, Denied, Revoked  <b>Updated on</b> - date stamp  <b>Updated by</b> - identity stamp</p>

## Reviewing Permission Requests to Add or Drop a Class

Step	Action
5.	<p>The <b>Permission Type</b> field indicates either <b>Add</b> or <b>Drop</b>.</p> <p>The <b>Add</b> value indicates that a student is requesting permission to add a class.</p> <p>The <b>Drop</b> 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 <b>Drop Consent</b> as a requirement in the Schedule of Classes. Most classes can be dropped without permission using the Drop tab in the Student Center.</p>
6.	<p>The <b>Class Number</b> and <b>Class</b> fields identify the class and section for which the student is requesting a permission.</p>
7.	<p>The <b>Pending Status</b> field displays the progress of the permission type.</p> <p>The status <b>Pending Instructor</b> means that an instructor needs to review and take action on a permission request.</p> <p>The status <b>Pending Department</b> means that the type of permission requested requires action by an assigned representative of the department in which the class is scheduled.</p> <p>The status <b>Pending Registrar</b> means that the type of permission requested requires the action of the Registrar.</p>
8.	<p>The <b>Updated on</b> field contains the day and time that the permission request was last updated.</p> <p>The <b>Updated by</b> column contains the name of the individual who made the update.</p>

## Reviewing Permission Requests to Add or Drop a Class



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Permissions

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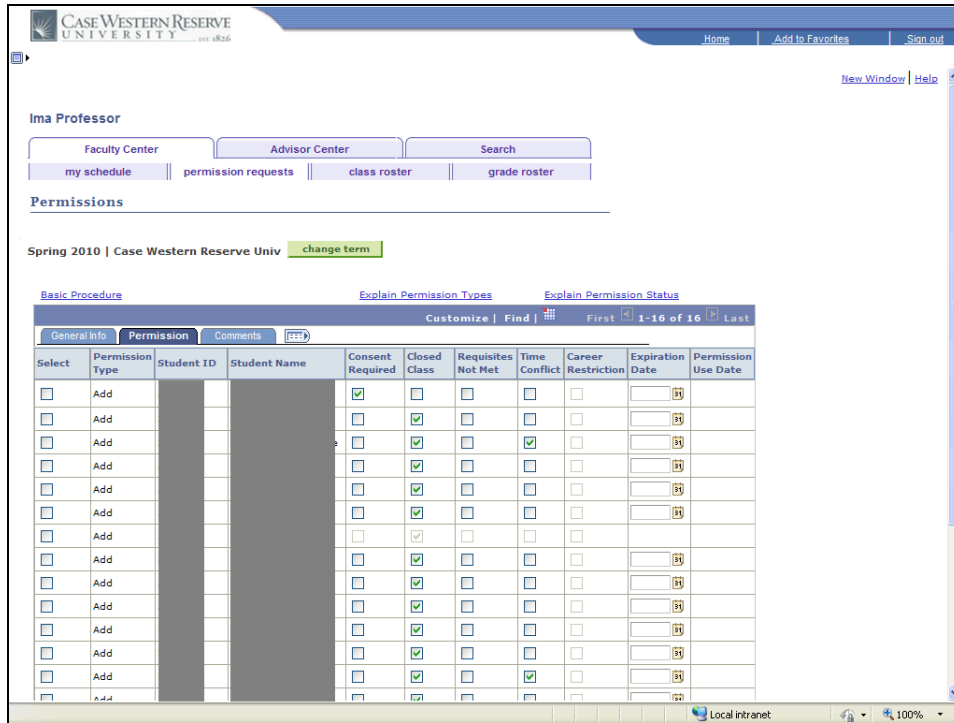
[Basic Procedure](#) | [Explain Permission Types](#) | [Explain Permission Status](#)

Customize | Find | First | 1-16 of 16 | Last

Select	Permission Type	Student ID	Student Name	Program and Plan	Class Number	Class	Permission Status	Updated on	Updated by
<input type="checkbox"/>	Add			Certificate in Nonprofit Mgmt - Certificate in Nonprofit Mgmt	5495	ANTH 488-100	Pending Instructor	10/27/2009 2:45:33PM	Anku-Kidd, Estella Josphine
<input type="checkbox"/>	Add			Arts & Sciences Undergraduate - Nutrition (BS)/Pre-Health	5481	ANTH 388-100	Pending Instructor	11/19/2009 1:48:45AM	Truong, Lynn M.
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<input type="checkbox"/>	Add			Undeclared Undergraduate - Unknown/Undecided (Int)	5457	ANTH 102-100	Granted	11/24/2009 2:38:58PM	Professor, Ima
<input type="checkbox"/>	Add			Arts & Sciences Undergraduate - Chemistry (BA)/Pre-	5457	ANTH 102-100	Pending Instructor	12/02/2009 10:59:37PM	Pletkovic, Ante T

Step	Action
9.	Click the <b>Permission</b> tab to see the type of permission the student needs to register for your class. <a href="#">Permission</a>

# Reviewing Permission Requests to Add or Drop a Class



Step	Action
10.	<p>The Permission tab contains checkboxes for each possible <b>Permission Type</b> that the student could request. The student indicates what type of permission is needed when creating the permission request in the SIS Student Center. It is possible to request more than one permission type at a time.</p> <p>For example, if a student wishes to register for a class that requires instructor consent before registration, and the student also has not met the prerequisite requirements for the class, s/he must indicate that both the Consent Required and Requisites Not Met permission types are needed. If only one type of permission is granted when more are needed, the student will not be able to register for the class and will have to approach the University Registrar's office for assistance.</p> <p>As the instructor of the course, you may add or remove permission types as necessary.</p>



For a description of all Permission Types, click the [Explain Permission Types](#) link.


## Reviewing Permission Requests to Add or Drop a Class

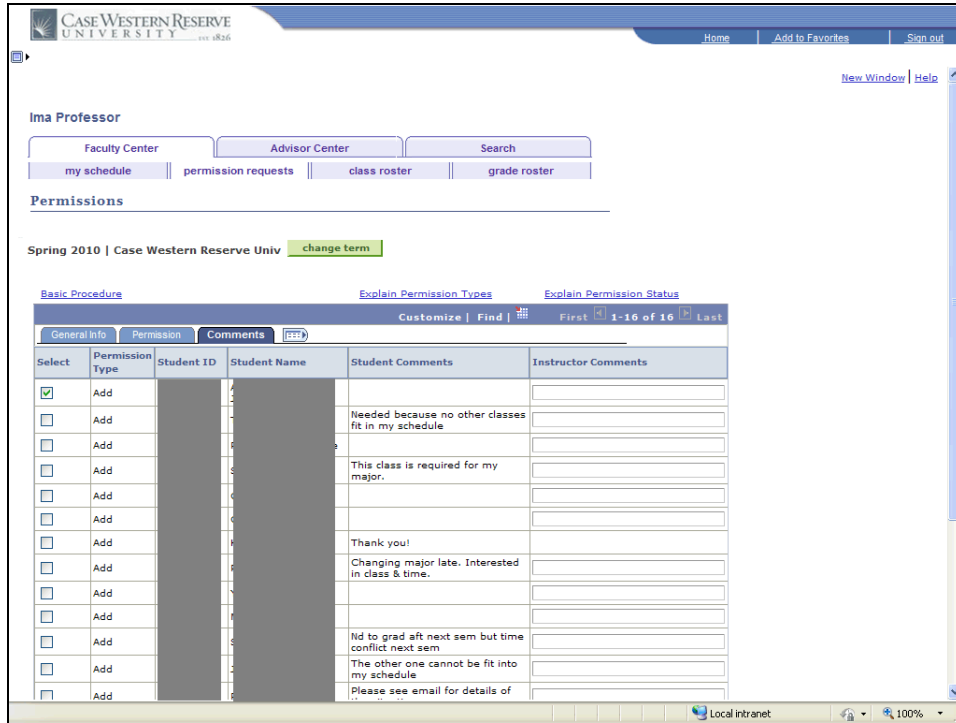
Permission Type	Explanation
Consent Required	A class may be coded by the department as requiring either instructor or department consent. Consent type required may be either add consent or drop consent. Details regarding whether or not a class requires add or drop consent are available on the searchable schedule of classes.
Closed Class	Classes that reach their enrollment limits require permission to override the limit.  <b>Note:</b> Some classes may have "Reserve Capacities" such that a department may set aside seats for a particular type of student (e.g., juniors, biology majors, etc.). If all non reserved seats are taken, students not meeting Reserve Capacity criteria will not be allowed to register unless Closed Class permission is granted. If all reserved seats are taken, students meeting Reserved Capacity criteria will not be allowed to register unless Closed Class permission is granted. <u>Even if a class shows a status of "open" or it appears as if there are seats available, it still may be closed to students not meeting Reserve Capacity requirements.</u>
Requisites Not Met	Departments determine whether or not a course requires pre-requisites, co-requisites or other course requirement conditions. If the student has not met these requirements, registration for the course is not allowed unless "Requisites Not Met" permission is granted.
Time Conflict	Students may not register for classes that have any meeting day/time overlaps with each other. Permission may be granted by instructor/department for EITHER course. <b>Even if permission is granted for time conflict, students must still register for course(s) in person.</b>
Career Restriction	Some schools have restrictions on students such that they may not register for courses outside of their own career without receiving permission from either the student's registrar or dean or the course career's registrar or dean. E.g., Law students may not register in Applied Social Science courses without permission from the law school registrar or applied social science school registrar.
Time Period	If school has separate <b>enroll with permission</b> period (Nursing, Law, Management, SASS,) permission may be granted to allow a student in a class after the <b>regular enrollment period</b> .


Important Note: Requesting and receiving Permission to Add does not automatically enroll a student in the class. Similarly, requesting and receiving Permission to Drop does not automatically drop a student from a class. Once a student receives permission, the student must complete the appropriate registration process to add or drop the course.

Step	Action
11.	The <b>Consent Required</b> permission type is requested when permission from a department or instructor is required prior to registration. Information on consent requirements can be found in the schedule details of each class.
12.	The <b>Closed Class</b> permission type is requested when a class has closed to enrollment and a student would like to register for it.
13.	The <b>Requisites Not Met</b> permission type is requested when a student wants to register for a class but has not met its prerequisite requirements.
14.	The <b>Time Conflict</b> permission type is requested when the student wishes to register for the class you teach, even though its scheduled time overlaps another class in which the student is already enrolled. If granted, the student must go to the University Registrar's office to complete registration,
15.	The <b>Career Restriction</b> permission type is requested when a student wishes to register for a class outside of his/her academic career (i.e. Undergraduate, Law, Management). This permission type can only be granted or denied by the registrar that oversees the student or the class.  <b>Please note:</b> If you grant a student permission to enroll in a class through the Consent Required, Closed Class, Requisites Not Met or Time Conflict type, but the Career Restriction type is also requested, the permission request must also be granted by the appropriate registrar before the student can register for the class. In cases such as this, the <b>Permission Status</b> field will display "Pending Registrar."
16.	Optional: To enforce an expiration date for granted permission, enter a date in the <b>Expiration Date</b> field.

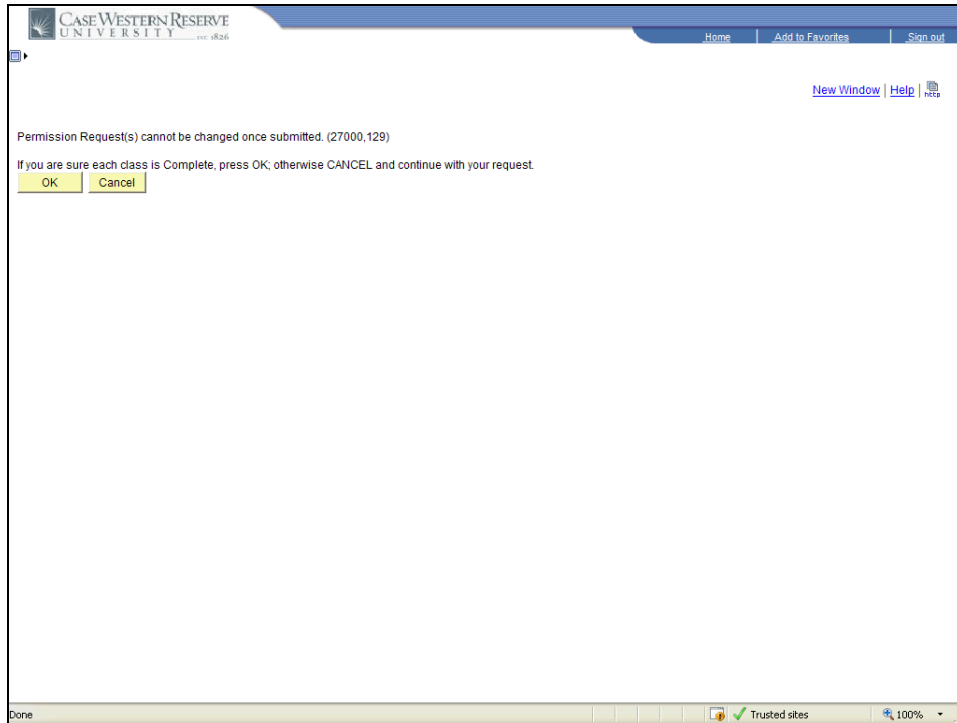
# Reviewing Permission Requests to Add or Drop a Class

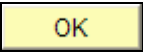
Step	Action
17.	Click the <b>Comments</b> tab to see optional messages left by students, or to leave a comment for a student. 



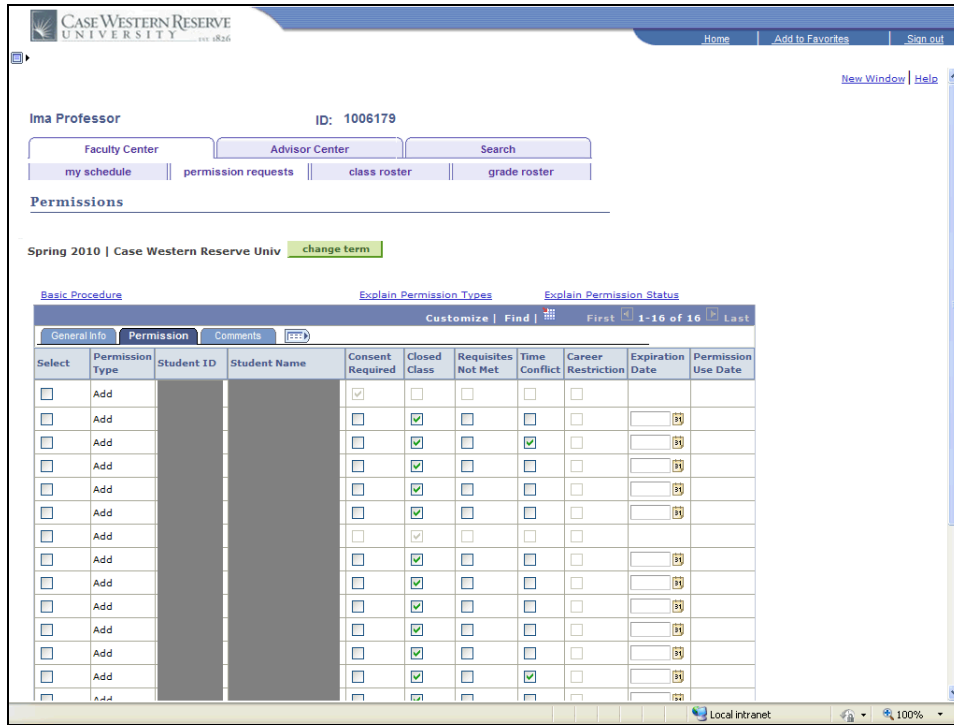
Step	Action
18.	Students can leave a message for you in the <b>Student Comments</b> field.
19.	Optional: You may leave comments for the student in the <b>Instructor Comments</b> field. These comments will be visible to the student on the Comments tab of the Permission screen in the Student Center.
20.	Click the <b>Grant</b> button to grant the permission and allow the student to add or drop your class.  Click the <b>Deny</b> button to deny the student's request for permission to add or drop your class. 

## Reviewing Permission Requests to Add or Drop a Class



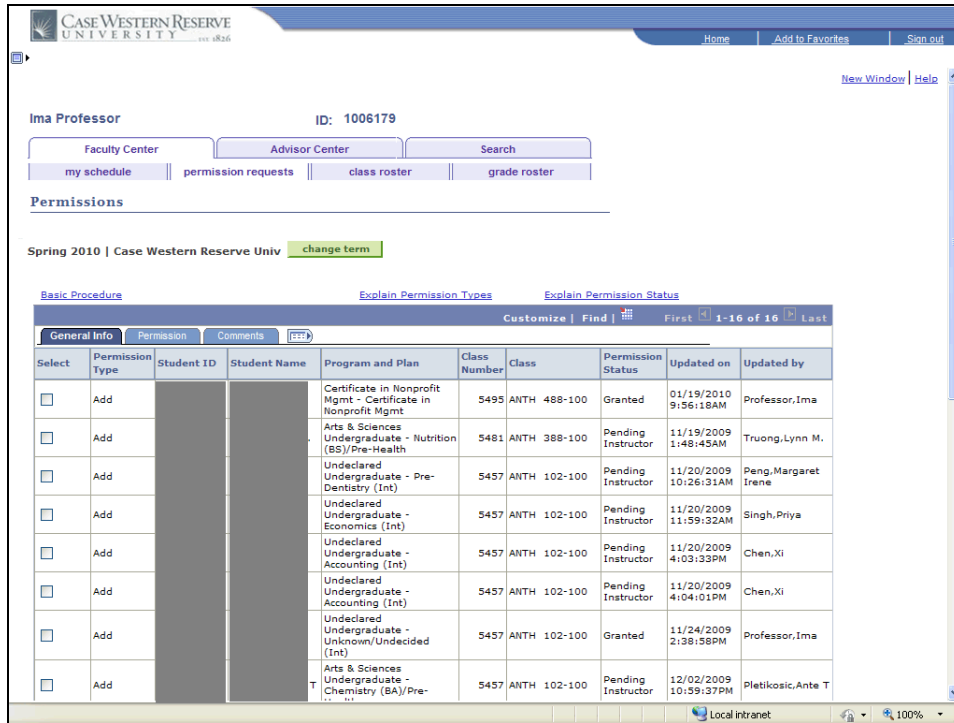
Step	Action
21.	<p>A confirmation screen appears.</p> <p>If you would like to review again or are unsure about the transaction, please click the <b>Cancel</b> button to return to the Permissions screen.</p> <p>Click the <b>OK</b> button to proceed. An email is sent to the student stating your decision. A copy of the email is sent to you, as well. If permission was granted, the student can now add the class.</p> 

# Reviewing Permission Requests to Add or Drop a Class



Step	Action
22.	<p>After permission is granted or denied, the permission request can no longer be altered. Any changes or additional permission that are needed must be made by the University Registrar.</p> <p>If necessary, permission can be revoked if the student has not yet enrolled in the class. To revoke permission, select the student using the <b>Select</b> checkbox and click the <b>Revoke</b> button.</p> <div style="border: 1px solid black; padding: 5px; display: inline-block;"> <input checked="" type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> </div>

# Reviewing Permission Requests to Add or Drop a Class



Ima Professor ID: 1006179

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Permissions

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Select	Permission Type	Student ID	Student Name	Program and Plan	Class Number	Class	Permission Status	Updated on	Updated by
<input type="checkbox"/>	Add			Certificate in Nonprofit Mgmt - Certificate in Nonprofit Mgmt	5495	ANTH 488-100	Granted	01/19/2010 9:56:18AM	Professor, Ima
<input type="checkbox"/>	Add			Arts & Sciences Undergraduate - Nutrition (BS)/Pre-Health	5481	ANTH 388-100	Pending Instructor	11/19/2009 1:48:45AM	Truong, Lynn M.
<input type="checkbox"/>	Add			Undeclared Undergraduate - Pre-Dentistry (Int)	5457	ANTH 102-100	Pending Instructor	11/20/2009 10:26:31AM	Peng, Margaret Irene
<input type="checkbox"/>	Add			Undeclared Undergraduate - Economics (Int)	5457	ANTH 102-100	Pending Instructor	11/20/2009 11:59:32AM	Singh, Priya
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<input type="checkbox"/>	Add			Arts & Sciences Undergraduate - Chemistry (BA)/Pre-	5457	ANTH 102-100	Pending Instructor	12/02/2009 10:59:37PM	Pletikovic, Ante T

Step	Action
23.	On the <b>General Info</b> tab, the <b>Permission Status</b> 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.

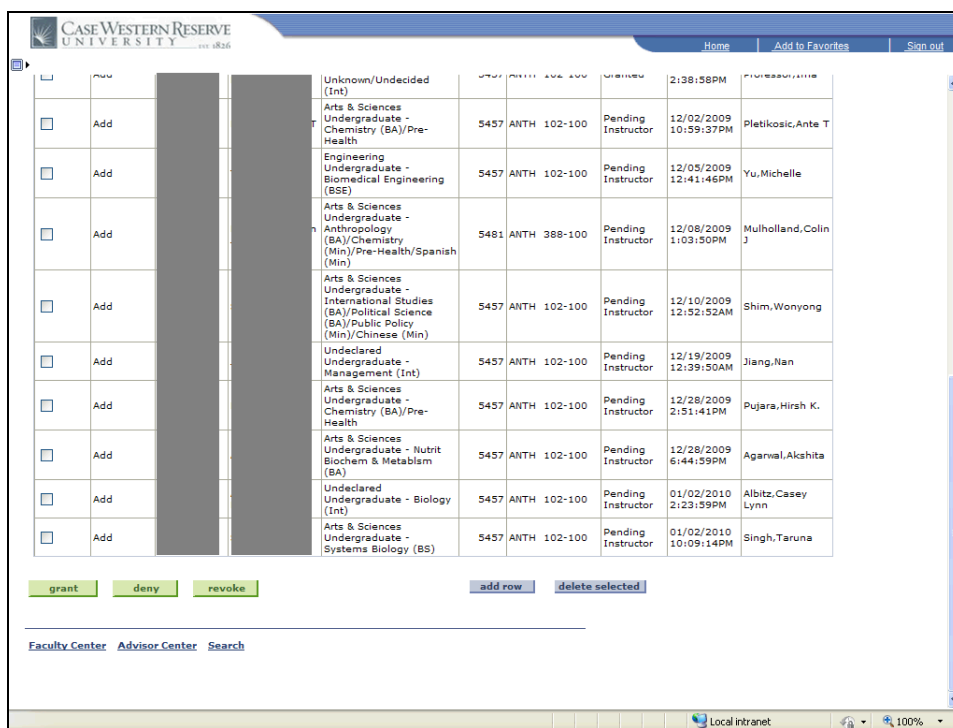


For a list and description of Permission Status types, click the [Explain Permission Status](#) link.

**Permission Status Explanation**

Permission Status	Explanation
New	New request.
Pending Instructor	Instructor has not yet acted on request
Pending Registrar	Permission required additional approval of school registrar.
Granted	Permission has been granted.
Denied	Permission has been denied.
Revoked	An unused permission has been revoked.


# Reviewing Permission Requests to Add or Drop a Class



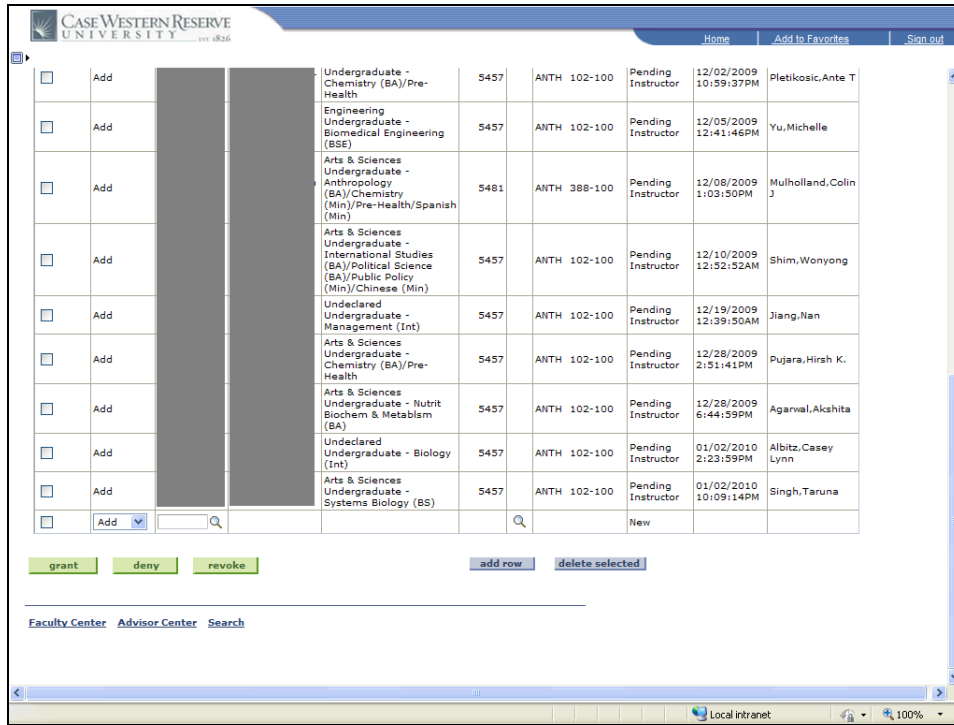
Request ID	Action	Department	Course	Status	Date	Instructor	Requester
Unknown/Undecided (Int)		Arts & Sciences Undergraduate - Chemistry (BA)/Pre-Health	5457 ANTH 102-100	Pending Instructor	12/02/2009 10:59:37PM		Pletkovic, Ante T
	Add	Engineering Undergraduate - Biomedical Engineering (BSE)	5457 ANTH 102-100	Pending Instructor	12/05/2009 12:41:46PM		Yu, Michelle
	Add	Arts & Sciences Undergraduate - Anthropology (BA)/Chemistry (Min)/Pre-Health/Spanish (Min)	5481 ANTH 388-100	Pending Instructor	12/08/2009 1:03:50PM		Mulholland, Colin J
	Add	Arts & Sciences Undergraduate - International Studies (BA)/Political Science (BA)/Public Policy (Min)/Chinese (Min)	5457 ANTH 102-100	Pending Instructor	12/10/2009 12:52:52AM		Shim, Wonyong
	Add	Undeclared Undergraduate - Management (Int)	5457 ANTH 102-100	Pending Instructor	12/19/2009 12:39:50AM		Jiang, Nan
	Add	Arts & Sciences Undergraduate - Chemistry (BA)/Pre-Health	5457 ANTH 102-100	Pending Instructor	12/28/2009 2:51:41PM		Pujara, Hirsh K.
	Add	Arts & Sciences Undergraduate - Nutrit Biochem & Metablam (BA)	5457 ANTH 102-100	Pending Instructor	12/28/2009 6:44:59PM		Agarwal, Akshita
	Add	Undeclared Undergraduate - Biology (Int)	5457 ANTH 102-100	Pending Instructor	01/02/2010 2:23:59PM		Albitz, Casey Lynn
	Add	Arts & Sciences Undergraduate - Systems Biology (BS)	5457 ANTH 102-100	Pending Instructor	01/02/2010 10:09:14PM		Singh, Taruna

Buttons: grant, deny, revoke, add row, delete selected

Navigation: Faculty Center, Advisor Center, Search

Step	Action
24.	<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 <b>Add Row</b> button.</p> 

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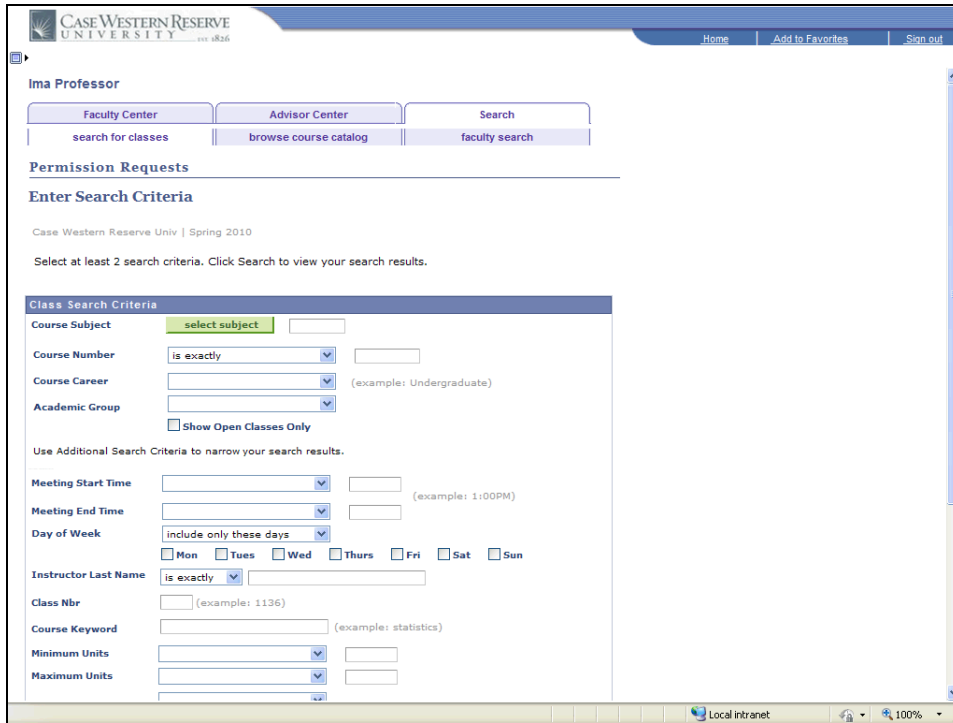
<input type="checkbox"/>	Add								
<input type="checkbox"/>	Add			Undergraduate - Chemistry (BA)/Pre-Health	5457	ANTH 102-100	Pending Instructor	12/02/2009 10:59:37PM	Pletkosc,Ante T
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<input type="checkbox"/>	Add			Arts & Sciences Undergraduate - Nutrit Biochem & Metabism (BA)	5457	ANTH 102-100	Pending Instructor	12/28/2009 6:44:59PM	Agarwal,Alakhita
<input type="checkbox"/>	Add			Undeclared Undergraduate - Biology (Int)	5457	ANTH 102-100	Pending Instructor	01/02/2010 2:23:59PM	Albitz-Casey Lynn
<input type="checkbox"/>	Add			Arts & Sciences Undergraduate - Systems Biology (BS)	5457	ANTH 102-100	Pending Instructor	01/02/2010 10:09:14PM	Singh,Taruna
<input type="checkbox"/>	Add						New		

grant deny revoke add row delete selected

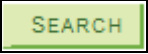
Faculty Center Advisor Center Search

Step	Action
25.	<p>A new permission row appears.</p> <p>Enter the student's ID number into the <b>Student ID</b> field. Or, click the <b>Look up ID</b> button to search for a student by Campus ID (Case Network ID, National ID (Social Security Number), or Last Name and First Name.</p> <p>Press <b>[Tab]</b> on your keyboard.</p>
26.	<p>The student's name appears in the <b>Student Name</b> column.</p> <p><input type="text" value="Peng,Margaret Irene"/></p>
27.	<p>Click the <b>Look up Class</b> button.</p> <p><input type="button" value="🔍"/></p>

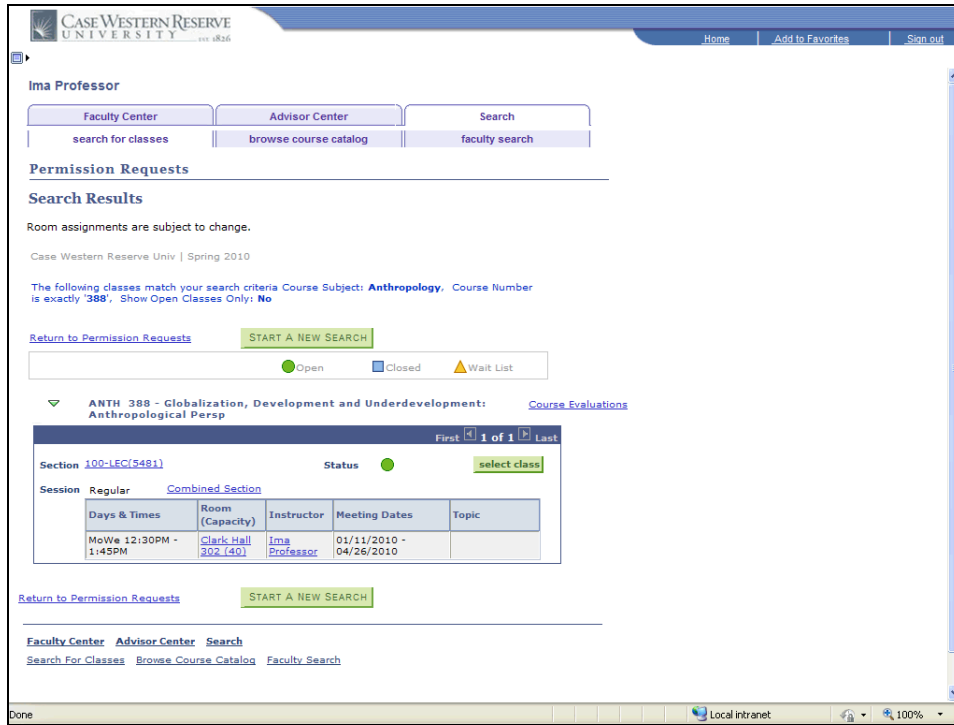
# Reviewing Permission Requests to Add or Drop a Class




The screenshot shows the 'Class Search Criteria' form on the Case Western Reserve University website. The form is titled 'Enter Search Criteria' and includes a 'Class Search Criteria' section with various input fields and dropdown menus. A green 'SEARCH' button is highlighted in the bottom right corner of the form area.

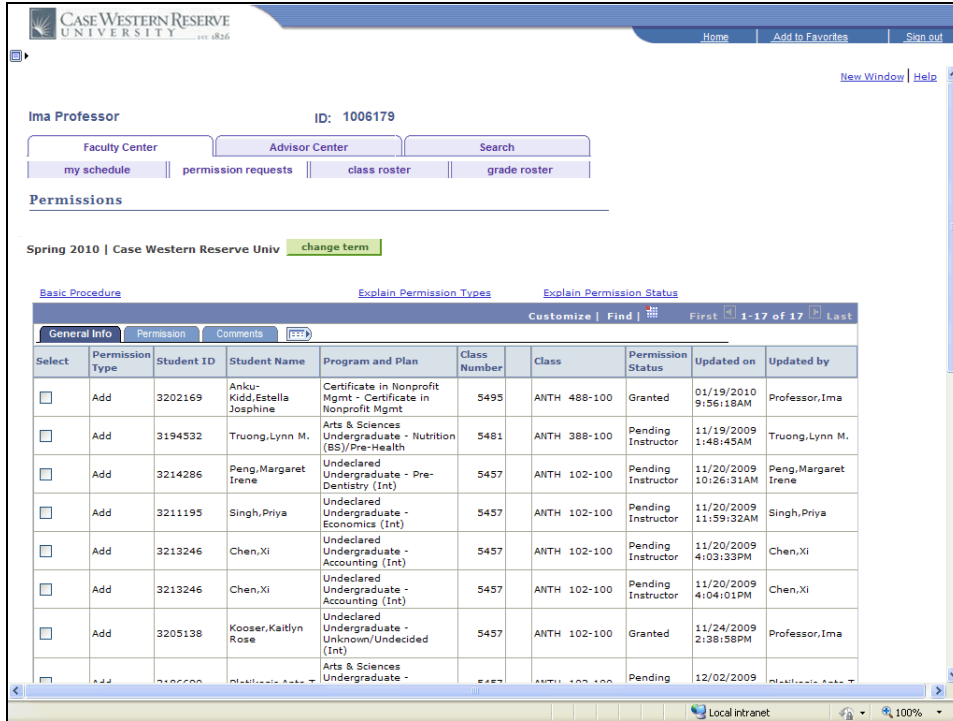
Step	Action
28.	The Class Search Criteria screen appears. Search for the class to which you are granting the student permission to add.  Enter the class's subject code into the <b>Course Subject</b> field.
29.	Optional: Enter the class's course number into the <b>Course Number</b> field.
30.	Click the <b>Search</b> button or press <b>[Enter]</b> on your keyboard. 
31.	<b>Decision:</b> Search results appear. What would you like to do? <ul style="list-style-type: none"> <li>• Proceed to select the class Go to step 32 on page 15</li> <li>• Review Enrollment Requirements Go to step 42 on page 19</li> </ul>

## Reviewing Permission Requests to Add or Drop a Class



Step	Action
32.	<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 <b>Select Class</b> button.</p> 

# Reviewing Permission Requests to Add or Drop a Class



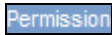
IMA Professor ID: 1006179

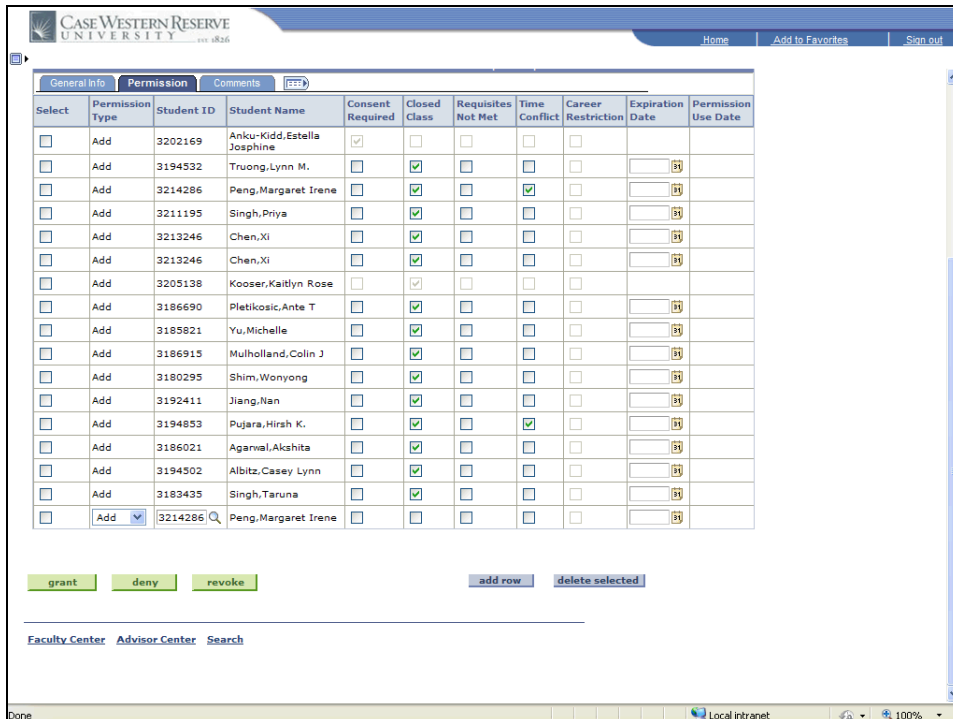
my schedule | **permission requests** | class roster | grade roster

Spring 2010 | Case Western Reserve Univ [change term](#)

[Basic Procedure](#) [Explain Permission Types](#) [Explain Permission Status](#)

Select	Permission Type	Student ID	Student Name	Program and Plan	Class Number	Class	Permission Status	Updated on	Updated by
<input type="checkbox"/>	Add	3202169	Anku-Kidd, Estella Josphine	Certificate in Nonprofit Mgmt - Certificate in Nonprofit Mgmt	5495	ANTH 488-100	Granted	01/19/2010 9:56:18AM	Professor, Ima
<input type="checkbox"/>	Add	3194532	Truong, Lynn M.	Arts & Sciences Undergraduate - Nutrition (BS)/Pre-Health	5481	ANTH 388-100	Pending Instructor	11/19/2009 1:48:45AM	Truong, Lynn M.
<input type="checkbox"/>	Add	3214286	Peng, Margaret Irene	Undeclared Undergraduate - Pre-Dentistry (Int)	5457	ANTH 102-100	Pending Instructor	11/20/2009 10:26:31AM	Peng, Margaret Irene
<input type="checkbox"/>	Add	3211195	Singh, Priya	Undeclared Undergraduate - Economics (Int)	5457	ANTH 102-100	Pending Instructor	11/20/2009 11:59:32AM	Singh, Priya
<input type="checkbox"/>	Add	3213246	Chen, Xi	Undeclared Undergraduate - Accounting (Int)	5457	ANTH 102-100	Pending Instructor	11/20/2009 4:03:33PM	Chen, Xi
<input type="checkbox"/>	Add	3213246	Chen, Xi	Undeclared Undergraduate - Accounting (Int)	5457	ANTH 102-100	Pending Instructor	11/20/2009 4:04:01PM	Chen, Xi
<input type="checkbox"/>	Add	3205138	Kooser, Kaitlyn Rose	Undeclared Undergraduate - Unknown/Undecided (Int)	5457	ANTH 102-100	Granted	11/24/2009 2:38:58PM	Professor, Ima
<input type="checkbox"/>	Add	3186690	Pletkoscic, Ante T	Arts & Sciences Undergraduate -	5457	ANTH 102-100	Pending	12/02/2009	Professor, Ima

Step	Action
33.	Click the <b>Permission</b> tab. 








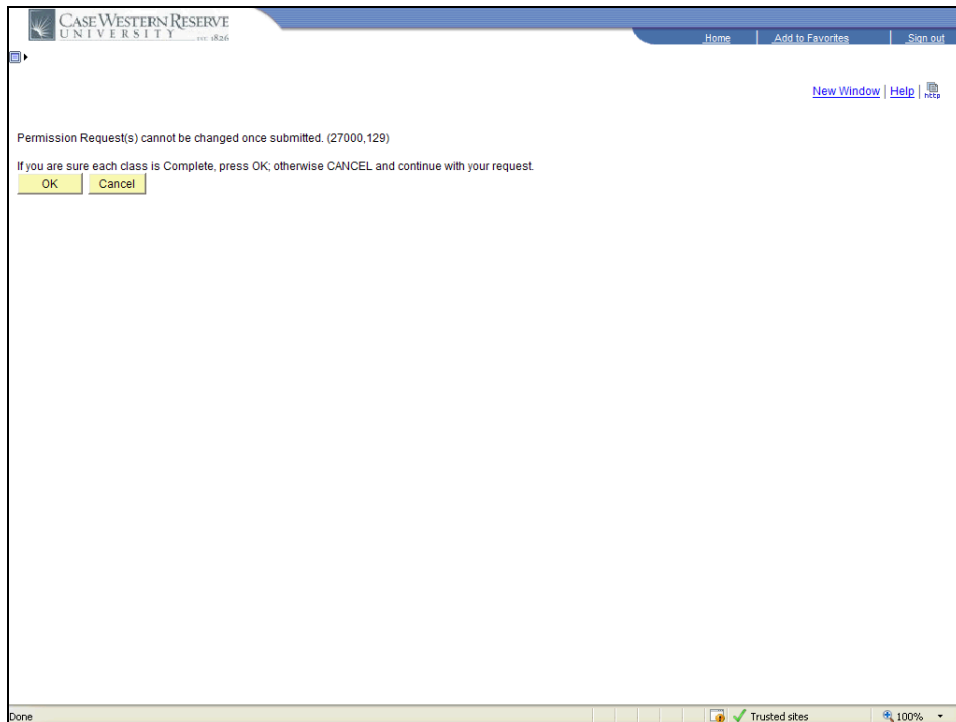
Select	Permission Type	Student ID	Student Name	Consent Required	Closed Class	Requisites Not Met	Time Conflict	Career Restriction	Expiration Date	Permission Use Date
<input type="checkbox"/>	Add	3202169	Anku-Kidd, Estella Josphine	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3194532	Truong, Lynn M.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3214286	Peng, Margaret Irene	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3211195	Singh, Priya	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3213246	Chen, Xi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3213246	Chen, Xi	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3205138	Kooser, Kaitlyn Rose	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3186690	Pletkoscic, Ante T	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3185821	Yu, Michelle	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3186915	Mulholland, Colin J	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3180295	Shim, Wonyong	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3192411	Jiang, Nan	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3194853	Pujara, Hirah K.	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3186021	Agarwal, Akshita	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3194502	Albitz, Casey Lynn	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3183435	Singh, Taruna	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		
<input type="checkbox"/>	Add	3214286	Peng, Margaret Irene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

[grant](#) [deny](#) [revoke](#) [add row](#) [delete selected](#)

[Faculty Center](#) [Advisor Center](#) [Search](#)

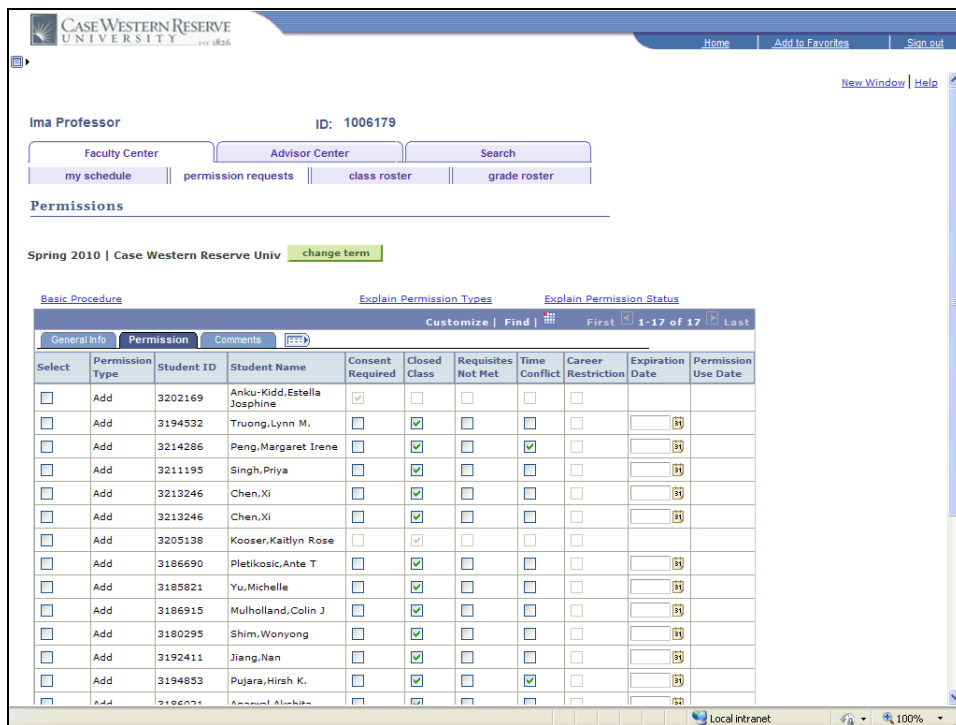
## Reviewing Permission Requests to Add or Drop a Class

Step	Action
34.	Select the appropriate permissions for the student. 
35.	<b>Optional:</b> To enforce an expiration date on the permission, enter a date into the <b>Expiration Date</b> field. 
36.	<b>Optional:</b> Click on the Comments tab and leave a message for the student to read in the <b>Instructor Comments</b> field. These comments will be visible to the student on the Comments tab of the Permission screen in the Student Center. 
37.	Click the <b>Select</b> option. 
38.	Click the <b>Grant</b> button. 



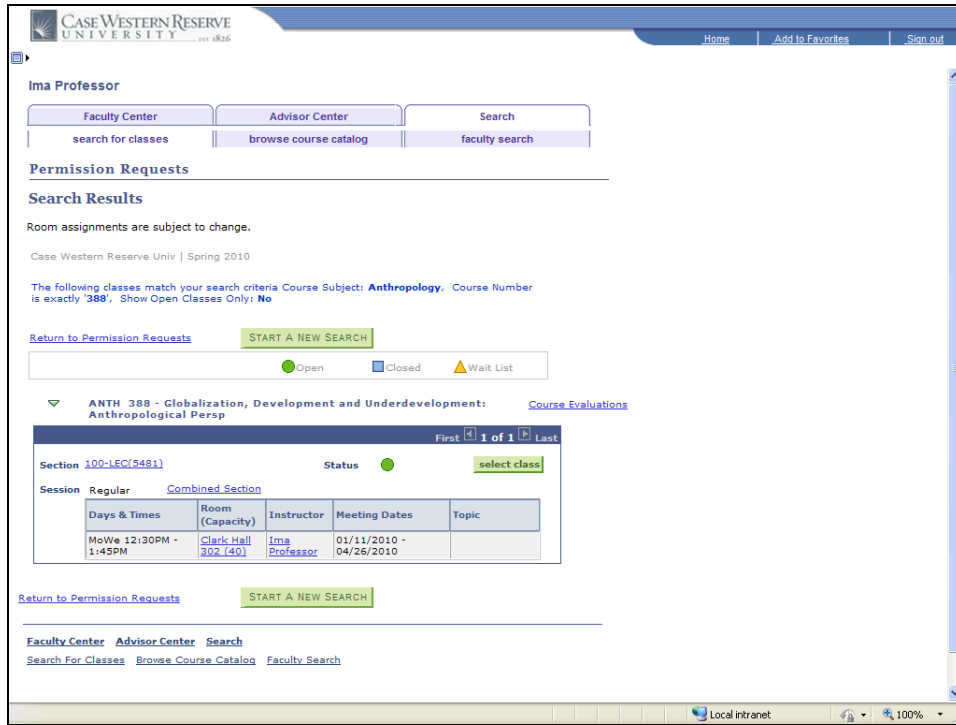
# Reviewing Permission Requests to Add or Drop a Class

Step	Action
39.	<p>A confirmation screen appears.</p> <p>If you would like to review again or are unsure about the transaction, please click the <b>Cancel</b> button to return to the Permissions screen.</p> <p>Click the <b>OK</b> 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> <div style="border: 1px solid black; padding: 5px; display: inline-block; margin-top: 10px;">OK</div>



Step	Action
40.	<p>To revoke a permission that has not been used, click on the <b>Select</b> checkbox option next to the student's name and click the <b>Revoke</b> button.</p> <div style="border: 1px solid black; padding: 2px; display: inline-block; margin-top: 5px;">86 Peng</div>
41.	<p>This completes the process of reviewing requests for permission and creating permissions to add or drop a class.</p> <p><b>End of Procedure.</b> Remaining steps apply to other paths.</p>

## Reviewing Permission Requests to Add or Drop a Class



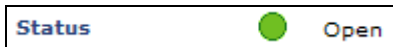
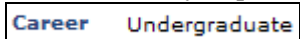
The screenshot shows the 'Permission Requests' section of the university's intranet. It displays search results for 'Anthropology' with course number '388'. The results show a section '100-LEC(5481)' with a status of 'Open'. A table below provides details for this section, including days and times, room, instructor, and meeting dates.

Days & Times	Room (Capacity)	Instructor	Meeting Dates	Topic
MoWe 12:30PM - 1:45PM	Clark Hall 302 (40)	Ima Professor	01/11/2010 - 04/26/2010	

Step	Action
42.	<p>The search results appear.</p> <p><b>Optional:</b> To review the enrollment requirements needed for your class, click the <b>Section</b> link.</p> <p><a href="#">100-LEC(5481)</a></p>

# Reviewing Permission Requests to Add or Drop a Class



Step	Action
43.	<p>The Class Details screen appears.</p> <p>The <b>Class Status</b> (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> 
44.	<p>The class <b>Career</b> 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> 
45.	<p>If students need your permission to add the class, then the <b>Add Consent</b> 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 <b>Drop Consent</b> 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>

## Reviewing Permission Requests to Add or Drop a Class

Step	Action
46.	Co- and prerequisite requirements for enrollment are also listed in the <b>Enrollment Requirements</b> field. Students who request permission to override a co- or pre-requisite requirement need a Requisites not Met permission from the class instructor. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>Enrollment Requirements</b>    Prereq: MATH 124.         </div>



The screenshot displays the 'Class Details' page for MATH 227 - 100 Calculus III. Key information includes:

- Status:** Open
- Class Number:** 6441
- Session:** Regular Academic Session
- Units:** 3 units
- Enrollment Requirements:** Prereq: MATH 124.
- Meeting Information:** MoWeFr 11:30AM - 12:20PM, Room To Be Scheduled, Instructor Leonardo Fibonacci, Meeting Dates 01/12/2009 - 04/27/2009.
- Class Availability:** Class Capacity 999, Enrollment Total 0, Available Seats 999.

The 'SELECT CLASS' button is highlighted in green, indicating the next step in the process.

Step	Action
47.	Click the <b>Select Class</b> button. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <b>SELECT CLASS</b> </div> Go to step 33 on page 16