Reviewing Requests for Permission to Add a Class

Concept

This business process demonstrates how instructors can review student requests for permission to add a class in the Faculty Center.

Procedure

Use the Reviewing Requests for Permission to Add a Class process to review requests made of you by students who need permission to add a class.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>From the Faculty Center, click the Permission Requests tab.</td>
</tr>
</tbody>
</table>
### Step 2

To access permission requests in a future term, click the **Change Term** button.
<table>
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<tbody>
<tr>
<td>3.</td>
<td>Select the appropriate term from the options that appear.</td>
</tr>
<tr>
<td>4.</td>
<td>Click the <strong>Continue</strong> button.</td>
</tr>
</tbody>
</table>
5. The Permission Requests screen appears. All students who have requested permission to add one of your classes appear in the table on the screen.

To select a student to review, click on his/her checkbox in the **Select** column.
### Step 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.
Step 7.

Click the **Permission** tab.
Step | Action
--- | ---
8. | The Permission tab contains the Permission Types that the student has requested. You can add or remove permission types as necessary.
9. | For an explanation of Permission Types, click the Explain Permission Types link.
Step 10.
The Permission Type Explanation screen appears.

Click the **Return** button.
Step | Action
---|---
11. | If you so choose, you can enforce an expiration date on the use of this permission by entering a date in the Expiration Date field.
12. | Click the **Comments** tab.
13. | Optional: You may leave comments for the student if you so choose. Enter comments into the **Instructor Comments** field.
14. | Click the **Grant** button to grant the permission and allow the student to add your class.

Click the **Deny** button to deny the student's request for permission to add your class.
### Step 15. A confirmation screen appears.

If you are unsure that the student should have permission to add your class, or if you are unsure that you have awarded the student the correct permissions, please click the **Cancel** button to return to the Permissions screen.

Click the **OK** button to proceed. An email is sent to the student stating your decision. If permission was granted, the student can now add the class.

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| 15.  | A confirmation screen appears.  
If you are unsure that the student should have permission to add your class, or if you are unsure that you have awarded the student the correct permissions, please click the **Cancel** button to return to the Permissions screen.  
Click the **OK** button to proceed. An email is sent to the student stating your decision. If permission was granted, the student can now add the class. |

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<tr>
<td>16.</td>
<td>Click the <strong>General Info</strong> tab.</td>
</tr>
</tbody>
</table>
Step | Action
--- | ---
17. | 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".

| Permission Status | Granted |
18. To see an explanation of Permission Status messages, click the **Explain Permission Status** link.
Step 19. The Explain Permission Status screen appears.

Click the Return button.
Step | Action
--- | ---
20. | You may become aware of a student's need for permission to add your class without the student requesting a permission through the SIS.

To create a permission for a student, click the **Add Row** button.
Step | Action
--- | ---
21. | A new permission row appears. 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.
22. | Press **[Tab]** on your keyboard.
23. The student's name appears in the **Student Name** column.
<table>
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<tbody>
<tr>
<td>24.</td>
<td>Click the <strong>Look up Class</strong> button.</td>
</tr>
</tbody>
</table>
### Step 25
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 **Course Subject** field.

### Step 26
Optional: Enter the class's course number into the **Course Number** field.
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<tr>
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<tr>
<td>27.</td>
<td>Click the <strong>Search</strong> button or press <strong>[Enter]</strong> on your keyboard.</td>
</tr>
</tbody>
</table>
| 28.  | **Decision:** Search results appear. What would you like to do?  
- Proceed to select the class  
  Go to step 29 on page 20  
- Review Enrollment Requirements  
  Go to step 40 on page 24 |
### Step 29.

Search results appear. Locate the class to which you are granting the student permission to add from the search results.

Click the `Select Class` button.
30. Click the **Permission** tab.

31. Select the appropriate permissions for the student.
### Step 32
If desired, enter an **Expiration Date** for the permission.

### Step 33
**Optional**: Click on the Comments tab and leave a message for the student to read in the **Instructor Comments** field.
### Step 34
Click the **General Info** tab.

### Step 35
Click the **Select** checkbox option next to the student's name.

### Step 36
Click the **Grant** button.

### Step 37
A confirmation screen appears.

If you are unsure that the student should have permission to add your class, or if you are unsure that you have awarded the student the correct permissions, please click the **Cancel** button to return to the Permissions screen.

Click the **OK** button to proceed.
38. **Step**: 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.

39. **Step**: This completes the process of reviewing requests for permission to add a class. 
**End of Procedure.** Remaining steps apply to other paths.

40. **Step**: Search results appear.

   **Optional**: To review the enrollment requirements needed for your class, click the Section link.

41. **Step**: The Class Details screen appears.

   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.

42. **Step**: 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.
### Step 43

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.

### Step 44

Co- and prerequisite requirements for enrollment are also listed in the **Enrollment Requirements** field. Students who request permission to override a co- or prerequisite requirement need a Requisites not Met permission from the class instructor.

![Enrollment Requirements](image)

### Step 45

Click the **Select Class** button.

Go to step 30 on page 21