

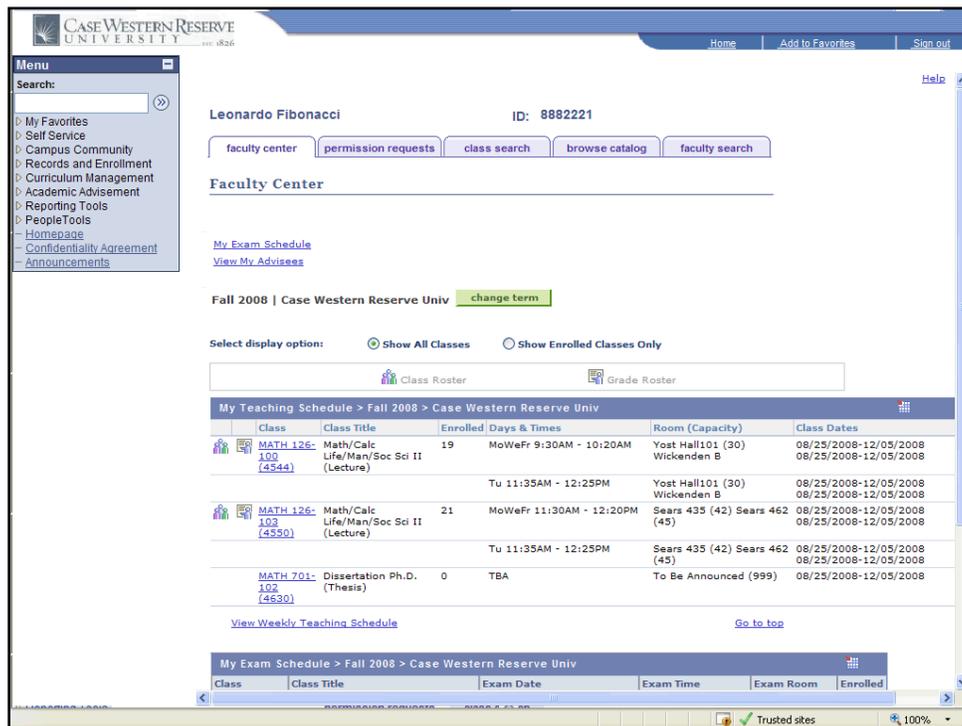
Reviewing Requests for Permission to Add a Class

Concept

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

Procedure

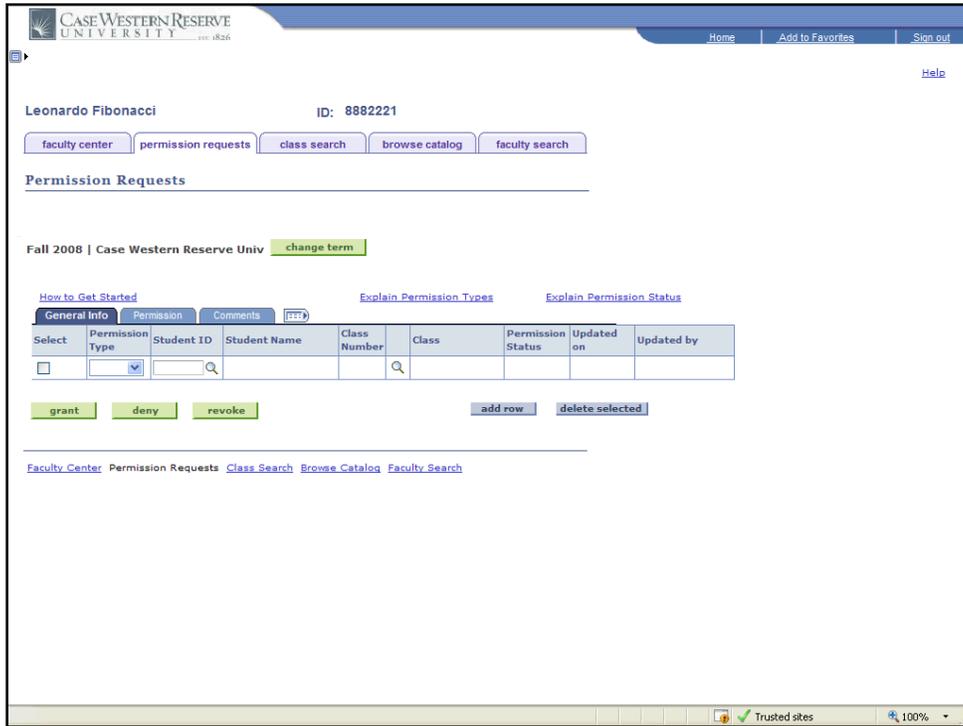
Use the Reviewing Requests for Permission to Add a Class process to review requests made of you by students who need permission to add a class.



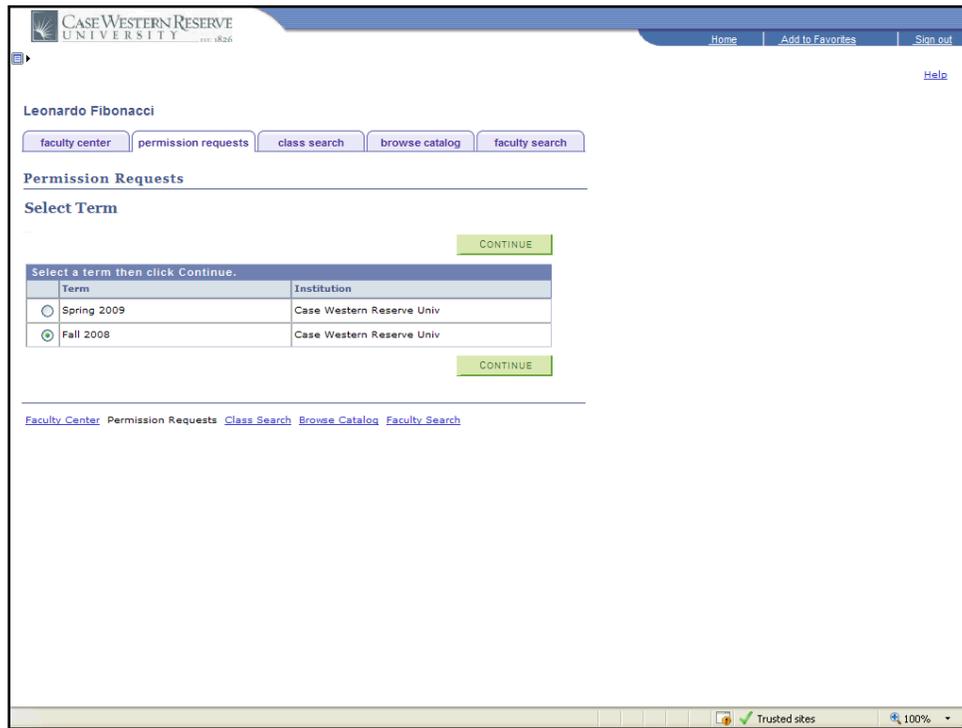
Step	Action
1.	From the Faculty Center, click the Permission Requests tab. permission requests

Business Process Document

Faculty Center: Reviewing Requests for Permission to Add a Class



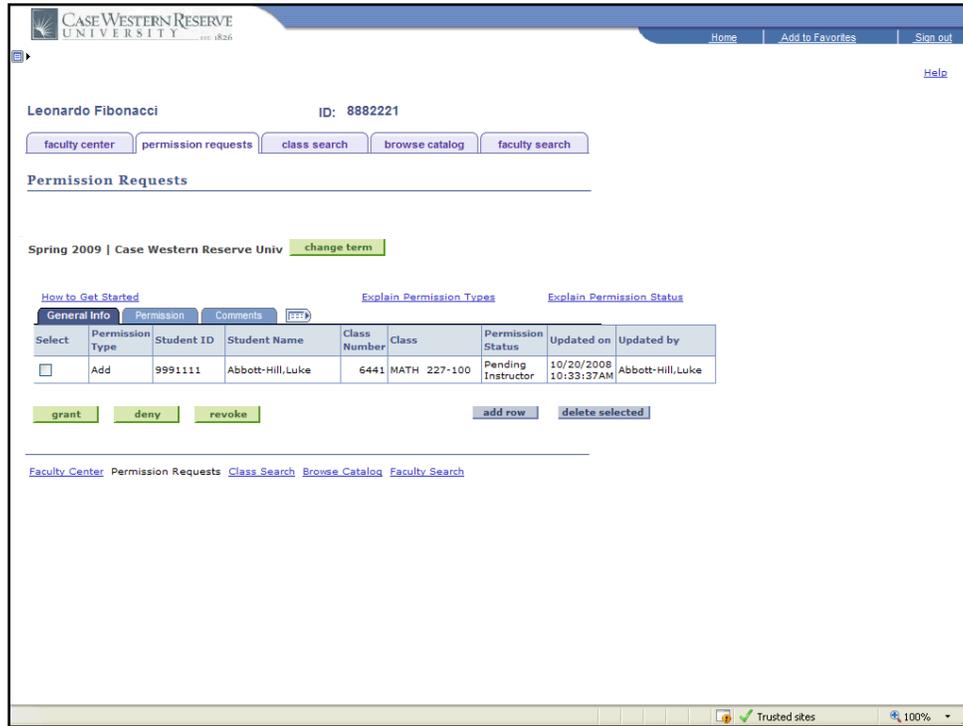
Step	Action
2.	To access permission requests in a future term, click the Change Term button. 



Step	Action
3.	Select the appropriate term from the options that appear. <input type="radio"/>
4.	Click the Continue button. <input type="button" value="CONTINUE"/>

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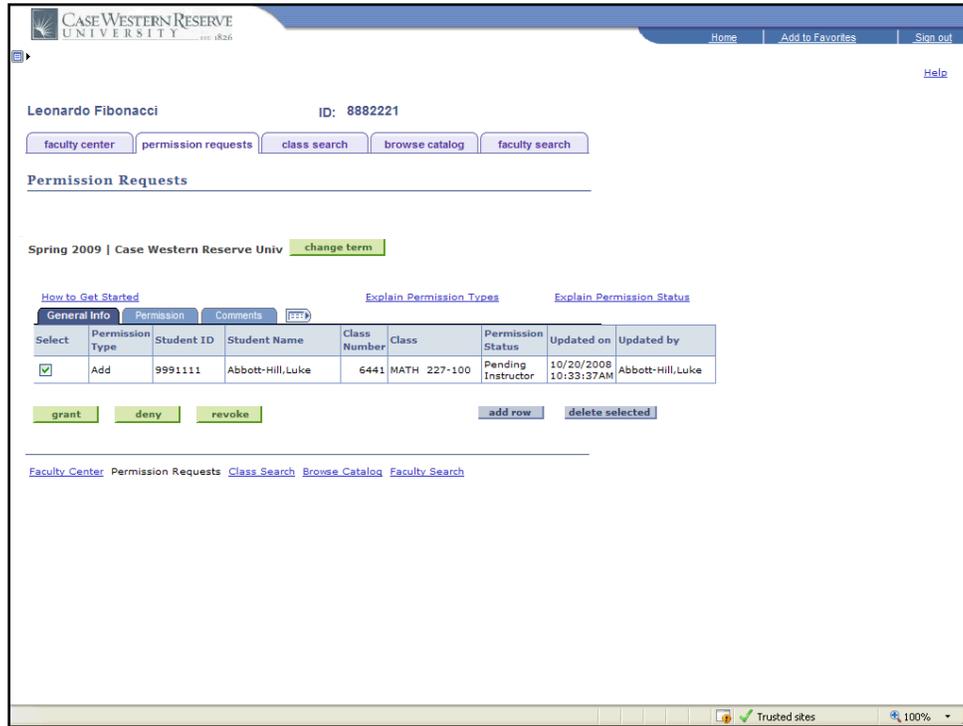
Step	Action
5.	<p>The Permission Requests screen appears. All students who have requested permission to add one of your classes appear in the table on the screen.</p> <p>To select a student to review, click on his/her checkbox in the Select column.</p> <p><input type="checkbox"/></p>



Step	Action
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.

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Faculty Center: Reviewing Requests for Permission to Add a Class



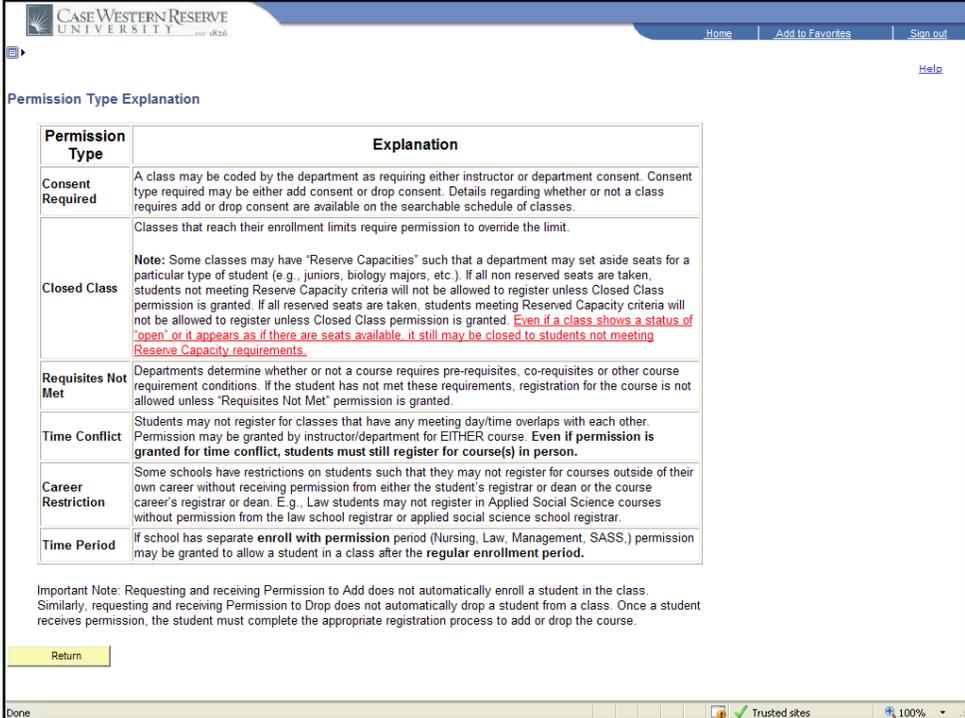
Step	Action
7.	Click the Permission tab. 



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.

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Faculty Center: Reviewing Requests for Permission to Add a Class



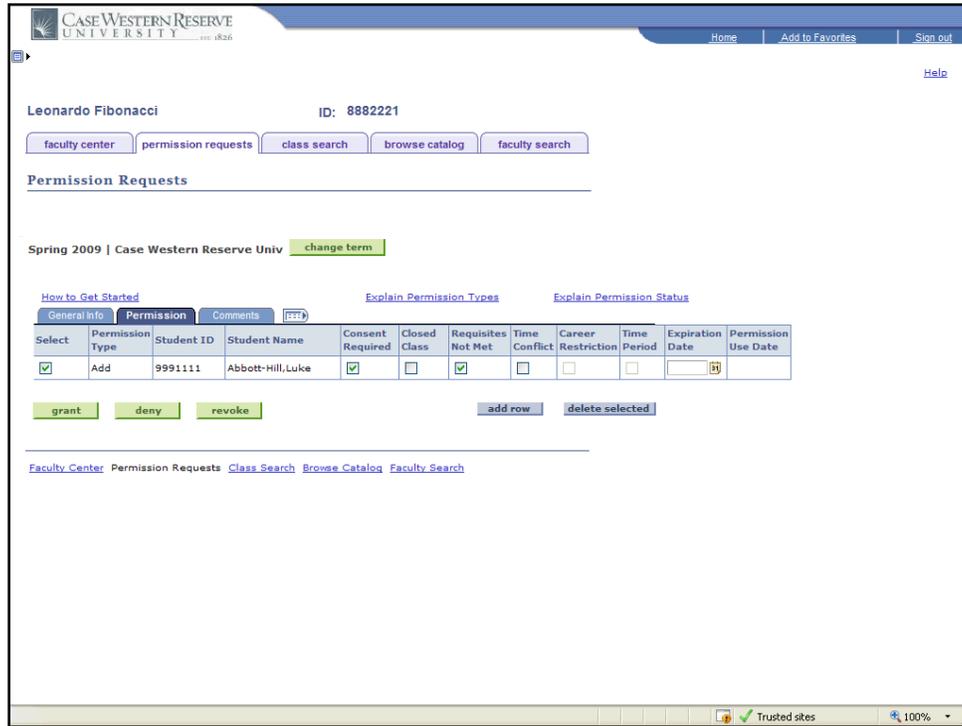
Permission Type Explanation

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. Note: 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. Even if permission is granted for time conflict, students must still register for course(s) in person.
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 enroll with permission period (Nursing, Law, Management, SASS,) permission may be granted to allow a student in a class after the regular enrollment period .

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.

[Return](#)

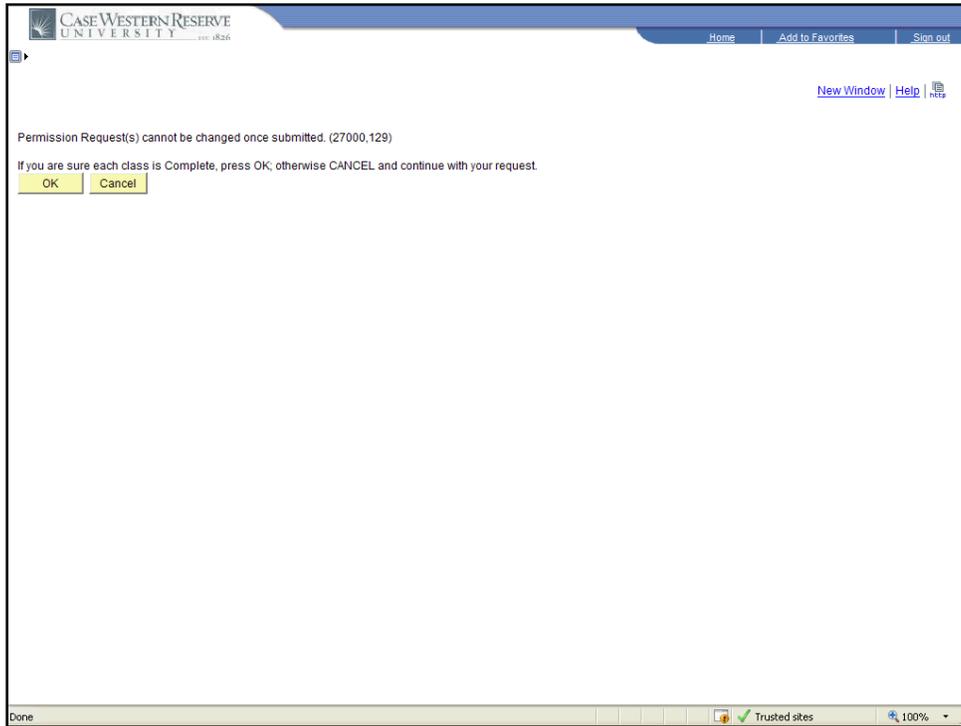
Step	Action
10.	<p>The Permission Type Explanation screen appears.</p> <p>Click the Return button.</p> 

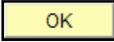


Step	Action
11.	If you so choose, you can enforce an expiration date on the use of this permission by entering a date in the Expiration Date field.
12.	Click the Comments tab. 
13.	Optional: You may leave comments for the student if you so choose. Enter comments into the Instructor Comments field.
14.	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. 

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Faculty Center: Reviewing Requests for Permission to Add a Class



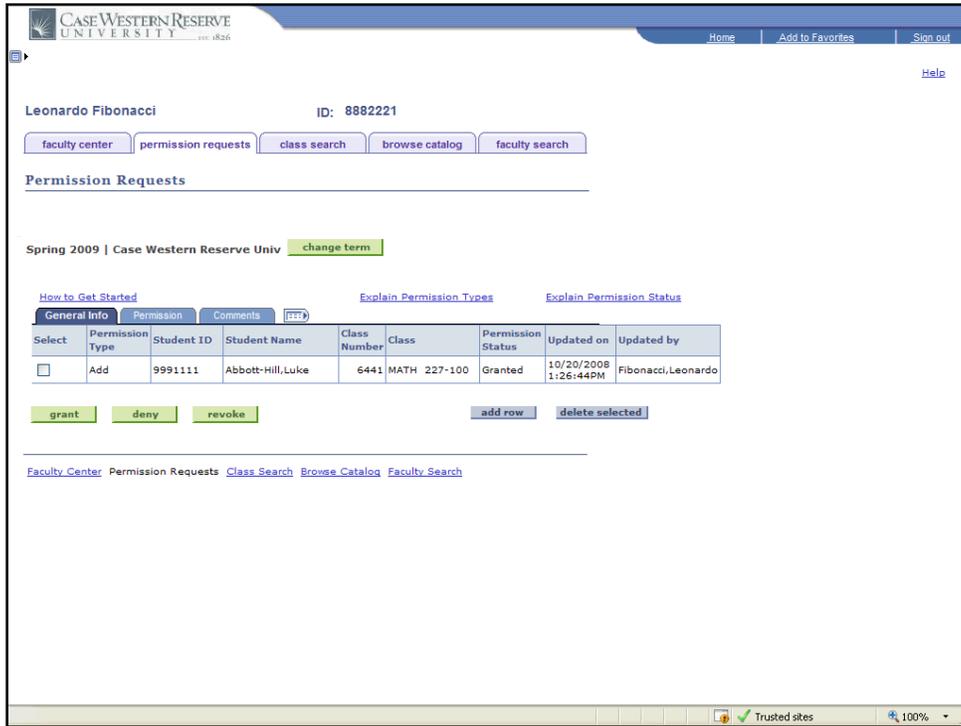
Step	Action
15.	<p>A confirmation screen appears.</p> <p>If you are unsure that the student should have permission to add your class, or if you are unsure that you have awarded the student the correct permissions, please click the Cancel button to return to the Permissions screen.</p> <p>Click the OK button to proceed. An email is sent to the student stating your decision. If permission was granted, the student can now add the class.</p> 
16.	<p>Click the General Info tab.</p> 



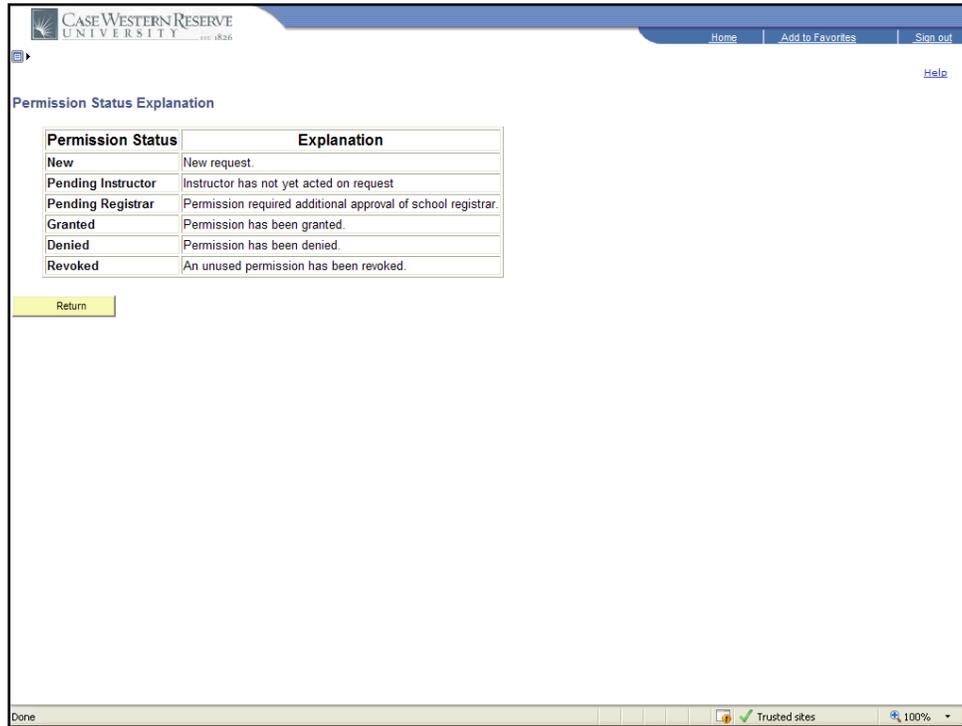
Step	Action
17.	<p>The permission is updated. The Permission Status field displays the progress of the permission request. If the permission request requires the additional consent of a Registrar, then the Status will display "Pending Registrar".</p> <div style="border: 1px solid black; padding: 2px; display: inline-block;"> <p>Permission Status</p> <p>Granted</p> </div>

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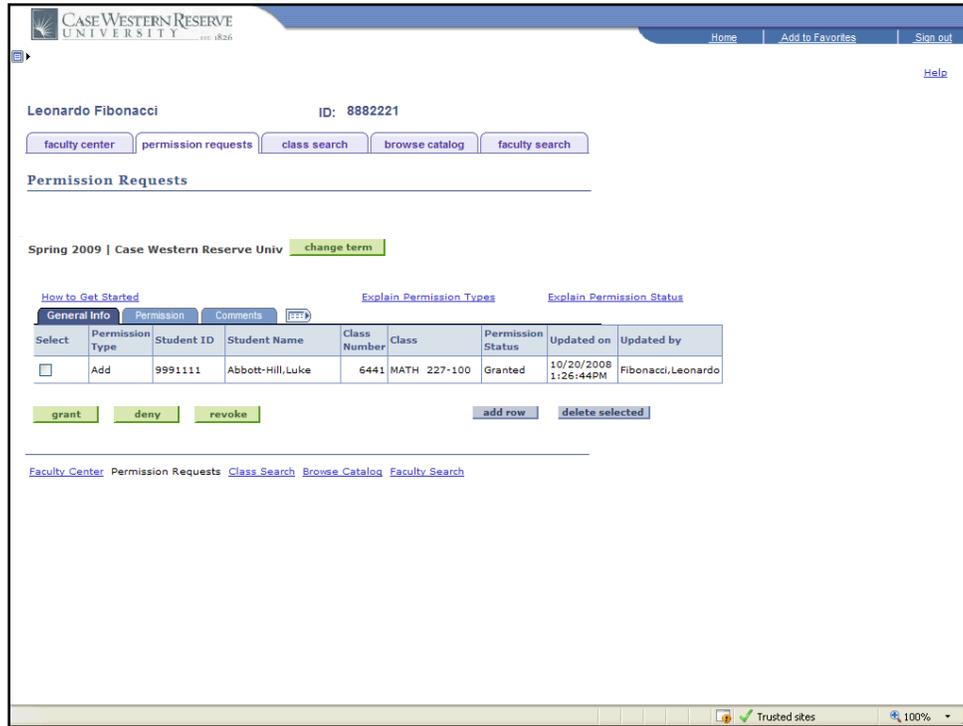
Step	Action
18.	To see an explanation of Permission Status messages, click the Explain Permission Status link. Explain Permission Status



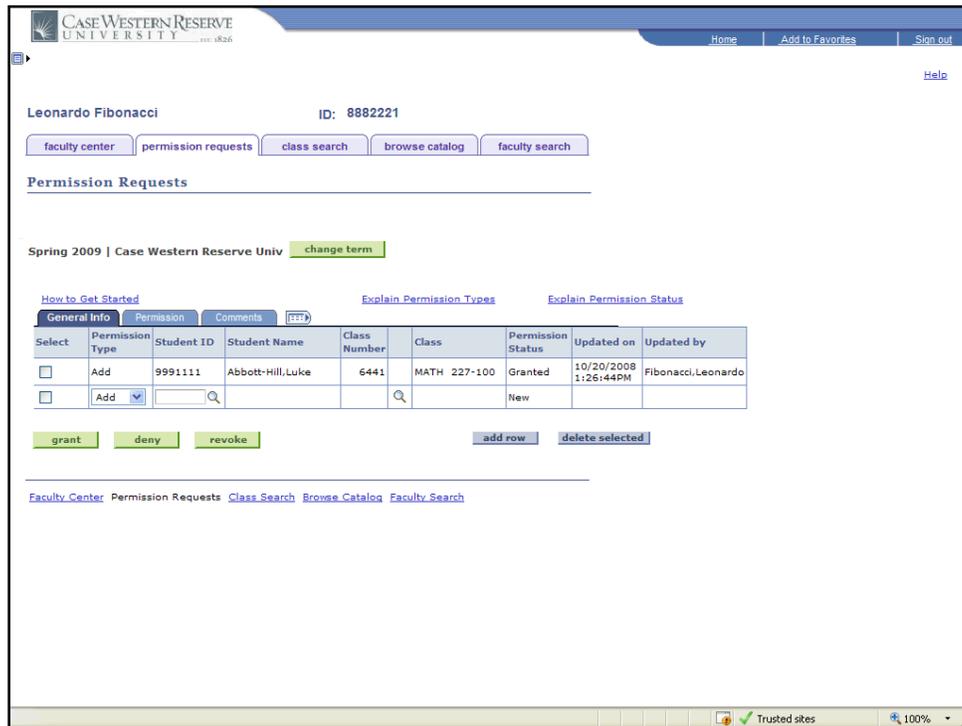
Step	Action
19.	<p>The Explain Permission Status screen appears.</p> <p>Click the Return button.</p> <div style="border: 1px solid black; background-color: yellow; padding: 2px; display: inline-block; margin: 5px 0;">Return</div>

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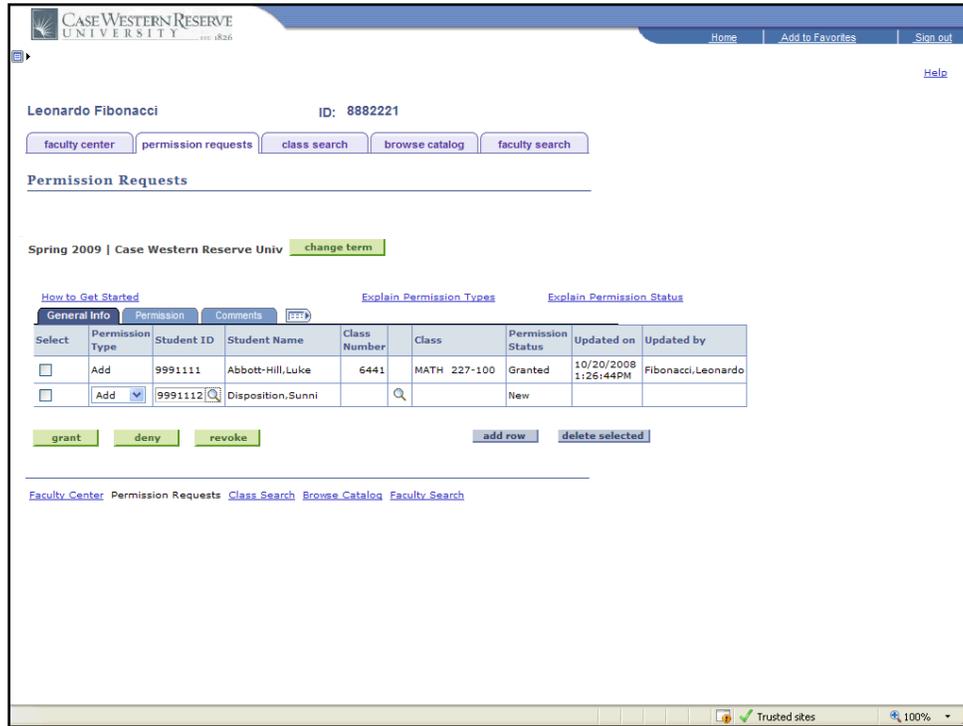
Step	Action
20.	<p>You may become aware of a student's need for permission to add your class without the student requesting a permission through the SIS.</p> <p>To create a permission for a student, click the Add Row button.</p> <p>add row</p>



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.

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Faculty Center: Reviewing Requests for Permission to Add a Class



Leonardo Fibonacci ID: 8882221

faculty center permission requests class search browse catalog faculty search

Permission Requests

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[How to Get Started](#) [Explain Permission Types](#) [Explain Permission Status](#)

Select	Permission Type	Student ID	Student Name	Class Number	Class	Permission Status	Updated on	Updated by
<input type="checkbox"/>	Add	9991111	Abbott-Hill,Luke	6441	MATH 227-100	Granted	10/20/2008 1:26:44PM	Fibonacci,Leonardo
<input type="checkbox"/>	Add	9991112	Disposition,Sunni			New		

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

[Faculty_Center](#) [Permission Requests](#) [Class_Search](#) [Browse_Catalog](#) [Faculty_Search](#)

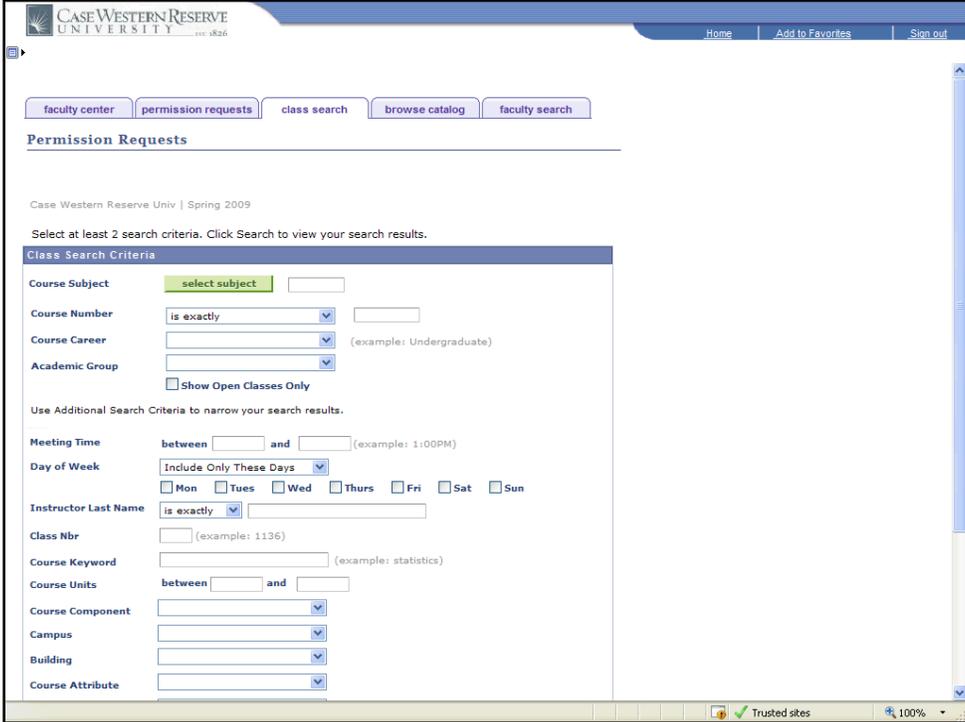
Step	Action
23.	The student's name appears in the Student Name column. <input type="text" value="Disposition,Sunni"/>



Step	Action
24.	Click the Look up Class button. 

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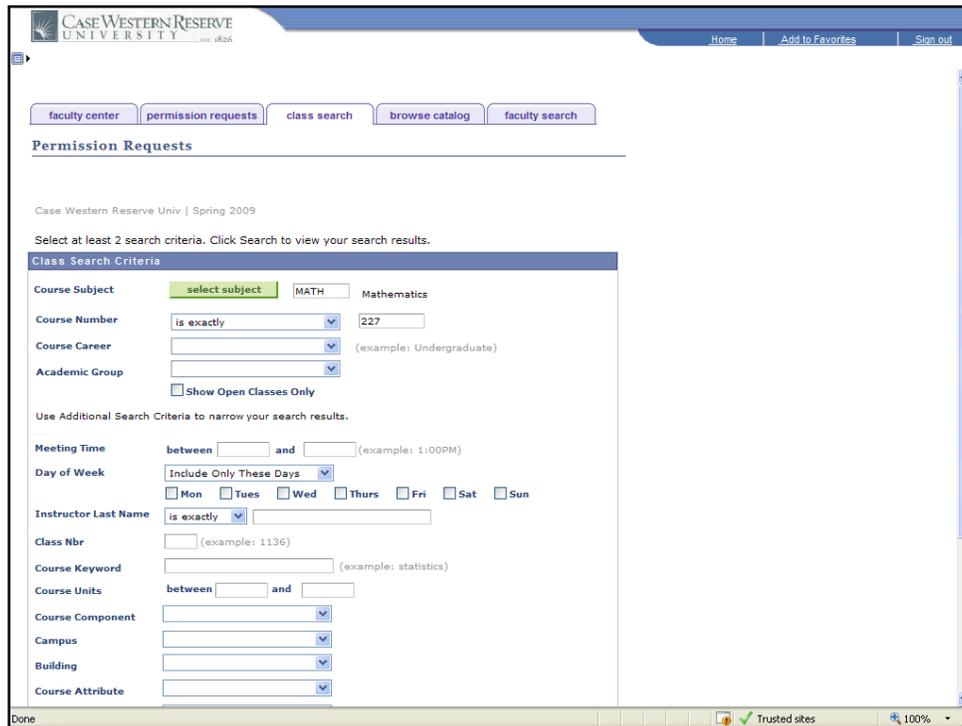
Faculty Center: Reviewing Requests for Permission to Add a Class



The screenshot shows the 'Class Search Criteria' form within the Case Western Reserve University Faculty Center. The form is titled 'Class Search Criteria' and includes the following fields and options:

- Course Subject:** A dropdown menu with a 'select subject' button.
- Course Number:** A dropdown menu set to 'is exactly' followed by a text input field.
- Course Career:** A dropdown menu with '(example: Undergraduate)' as a hint.
- Academic Group:** A dropdown menu.
- Show Open Classes Only:** A checkbox.
- Use Additional Search Criteria to narrow your search results:**
 - Meeting Time:** 'between' followed by two text input fields and '(example: 1:00PM)'.
 - Day of Week:** 'Include Only These Days' dropdown menu.
 - Days:** Radio buttons for Mon, Tues, Wed, Thurs, Fri, Sat, and Sun.
 - Instructor Last Name:** 'is exactly' dropdown menu followed by a text input field.
 - Class Nbr:** Text input field with '(example: 1136)'.
 - Course Keyword:** Text input field with '(example: statistics)'.
 - Course Units:** 'between' followed by two text input fields.
 - Course Component:** Dropdown menu.
 - Campus:** Dropdown menu.
 - Building:** Dropdown menu.
 - Course Attribute:** Dropdown menu.

Step	Action
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.
26.	Optional: Enter the class's course number into the Course Number field.

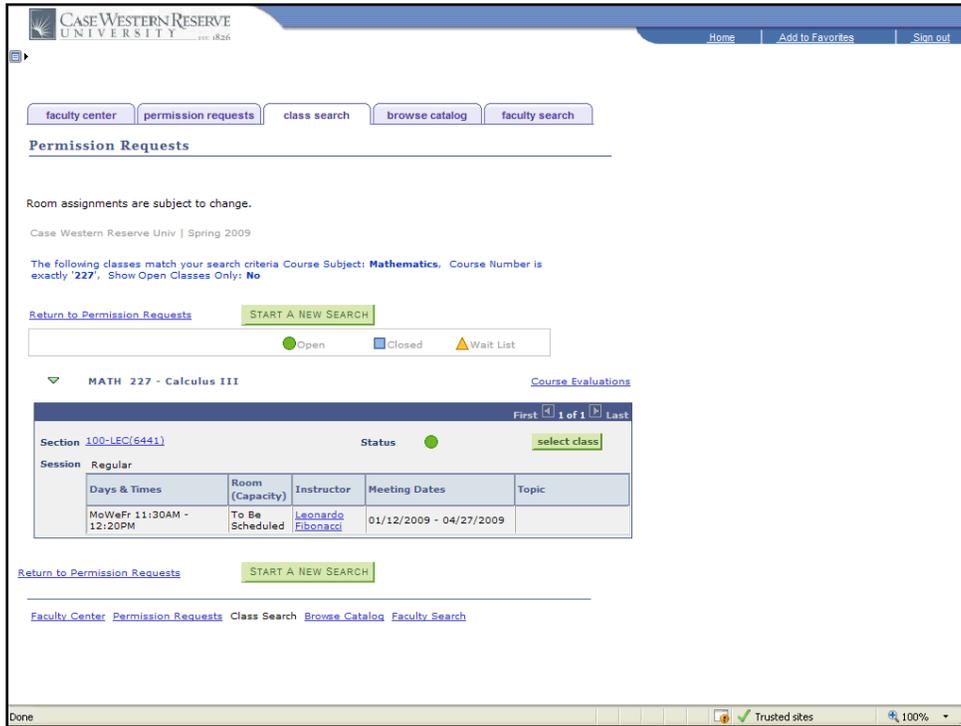


The screenshot shows a web browser window displaying the 'Permission Requests' page on the Case Western Reserve University website. The page has a navigation bar with links for 'Home', 'Add to Favorites', and 'Sign out'. Below the navigation bar are tabs for 'faculty center', 'permission requests', 'class search', 'browse catalog', and 'faculty search'. The 'permission requests' tab is active. The main content area is titled 'Permission Requests' and includes a sub-section 'Class Search Criteria'. This section contains several search filters: 'Course Subject' (with a dropdown menu showing 'MATH' and 'Mathematics'), 'Course Number' (with a dropdown menu set to 'is exactly' and a text input field containing '227'), 'Course Career' (with a dropdown menu), 'Academic Group' (with a dropdown menu), and a checkbox for 'Show Open Classes Only'. Below these are 'Additional Search Criteria' including 'Meeting Time' (with 'between' and 'and' dropdowns), 'Day of Week' (with 'Include Only These Days' dropdown and checkboxes for Mon, Tues, Wed, Thurs, Fri, Sat, Sun), 'Instructor Last Name' (with 'is exactly' dropdown and text input), 'Class Nbr' (with text input), 'Course Keyword' (with text input), 'Course Units' (with 'between' and 'and' dropdowns), 'Course Component' (with dropdown), 'Campus' (with dropdown), 'Building' (with dropdown), and 'Course Attribute' (with dropdown). The browser's status bar at the bottom shows 'Done', 'Trusted sites', and '100%' zoom.

Step	Action
27.	Click the Search button or press [Enter] on your keyboard.
28.	<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 29 on page 20 • Review Enrollment Requirements Go to step 40 on page 24

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Faculty Center: Reviewing Requests for Permission to Add a Class



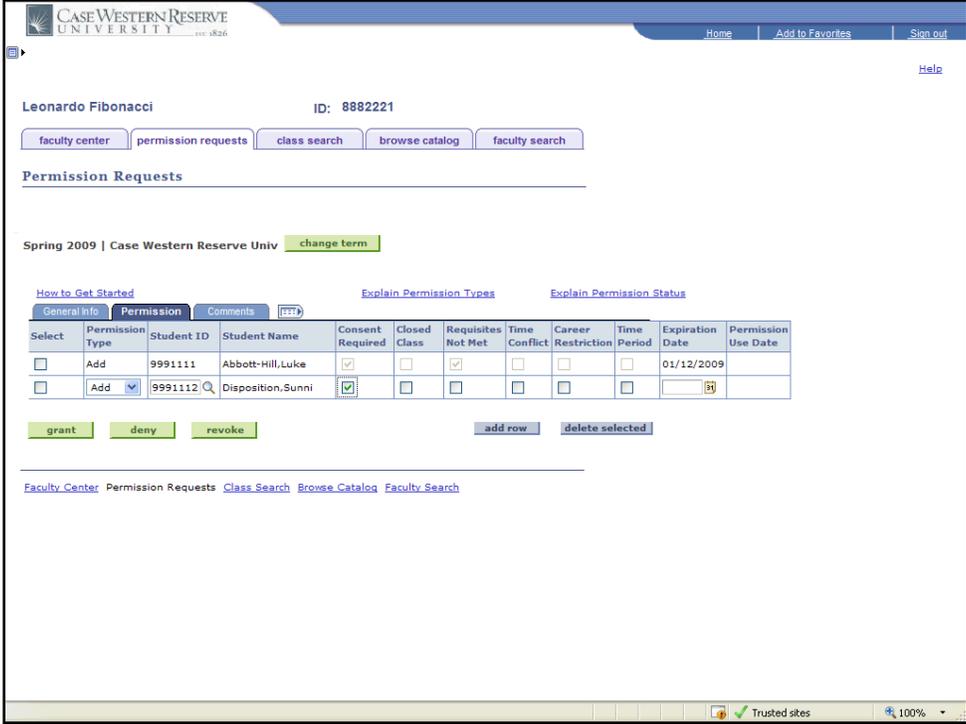
Step	Action
29.	<p>Search results appear. Locate the class to which you are granting the student permission to add from the search results.</p> <p>Click the Select Class button.</p> 



Step	Action
30.	Click the Permission tab. 
31.	Select the appropriate permissions for the student. 

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Faculty Center: Reviewing Requests for Permission to Add a Class



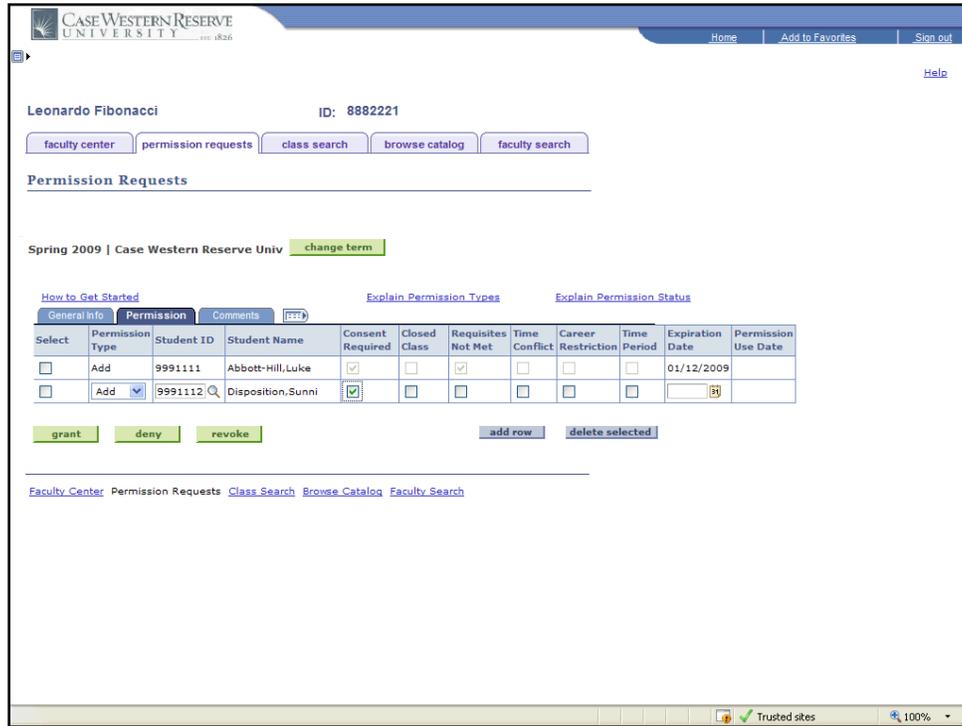
Leonardo Fibonacci ID: 8882221

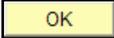
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Select	Permission Type	Student ID	Student Name	Consent Required	Closed Class	Requisites Not Met	Time Conflict	Career Restriction	Time Period	Expiration Date	Permission Use Date
<input type="checkbox"/>	Add	9991111	Abbott-Hill,Luke	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	01/12/2009	
<input type="checkbox"/>	Add	9991112	Disposition,Sunni	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		

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

Step	Action
32.	If desired, enter an Expiration Date for the permission. 
33.	Optional: Click on the Comments tab and leave a message for the student to read in the Instructor Comments field. 



Step	Action
34.	Click the General Info tab. 
35.	Click the Select checkbox option next to the student's name. <input type="checkbox"/>
36.	Click the Grant button. 
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. 

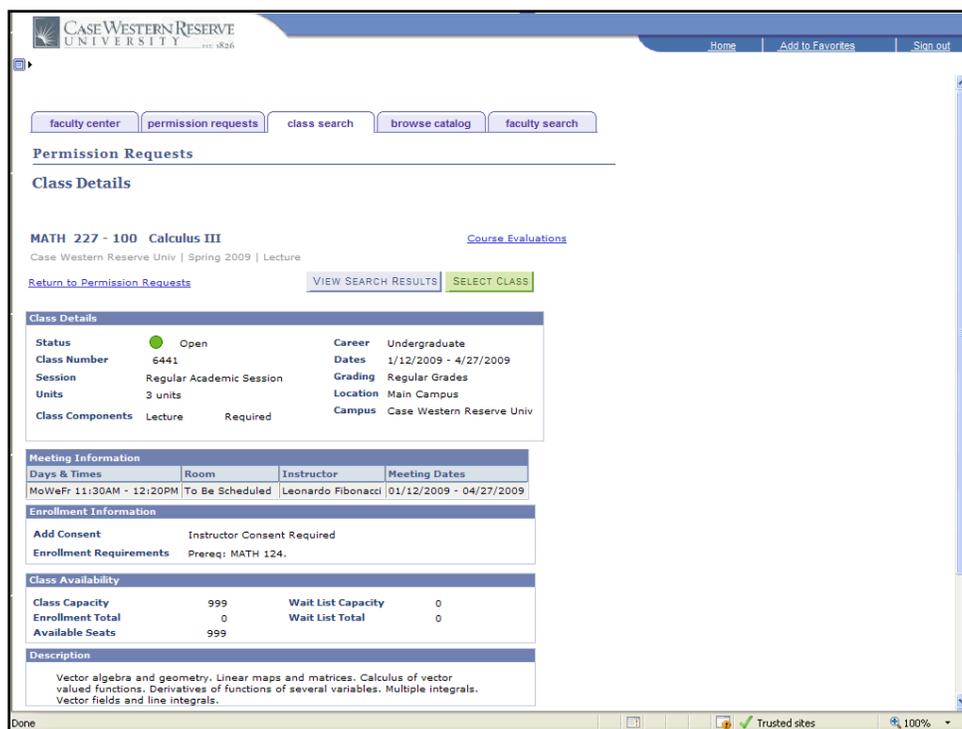
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Faculty Center: Reviewing Requests for Permission to Add a Class



Step	Action
38.	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. revoke
39.	This completes the process of reviewing requests for permission to add a class. End of Procedure. Remaining steps apply to other paths.
40.	Search results appear. Optional: To review the enrollment requirements needed for your class, click the Section link. Section 100-LEC(6441)
41.	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. Status ● Open
42.	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. Career Undergraduate

Step	Action
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.
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. <div style="border: 1px solid black; padding: 2px; display: inline-block;"> Enrollment Requirements Prereq: MATH 124. </div>



Step	Action
45.	Click the Select Class button. <div style="border: 1px solid black; padding: 2px; display: inline-block; margin: 5px;"> SELECT CLASS </div> Go to step 30 on page 21