

Responding to Permission Requests

Concept

There are two ways that the SIS can assist departments and instructors in limiting the students that can enroll in their classes: by requiring course consent, and by enforcing prerequisites. In both cases, students can still request permission to enroll from the instructor or department in charge of the class. The permission request process is administered through the SIS.

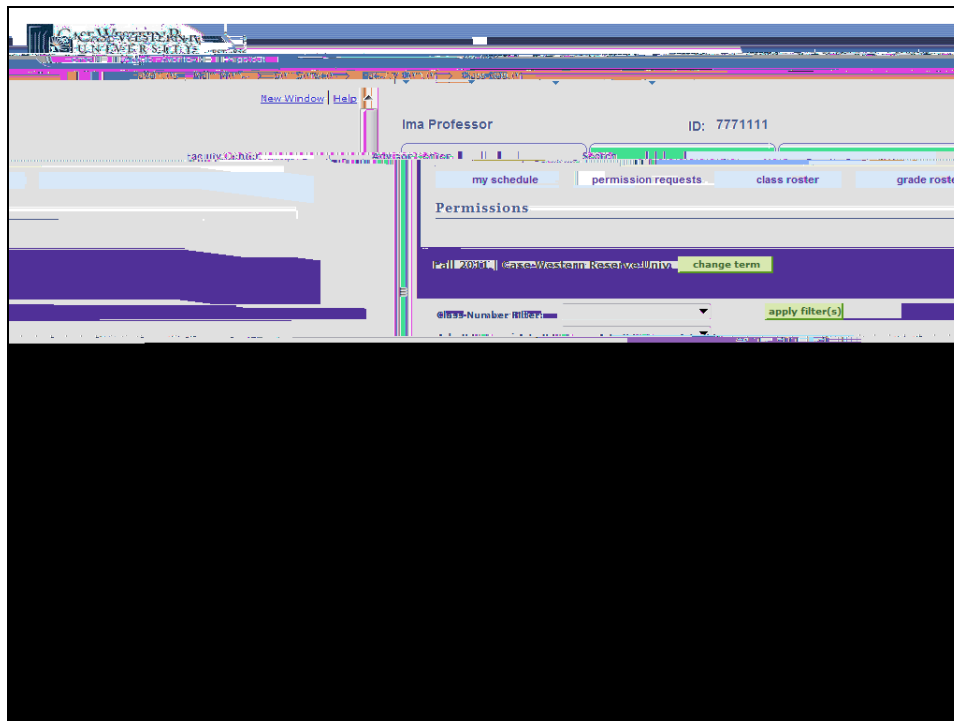
When a class section has Instructor or Department consent indicated on its record, students are required to obtain consent from the instructor department before they can register for the class.

Prerequisites for courses are programmed into the SIS and prevent students who have not met them from registering for a class. Students can appeal to class instructors by requesting permission to enroll.

This document demonstrates how department representatives and instructors respond to student permission requests.

SIS_FC_Permission

Procedure

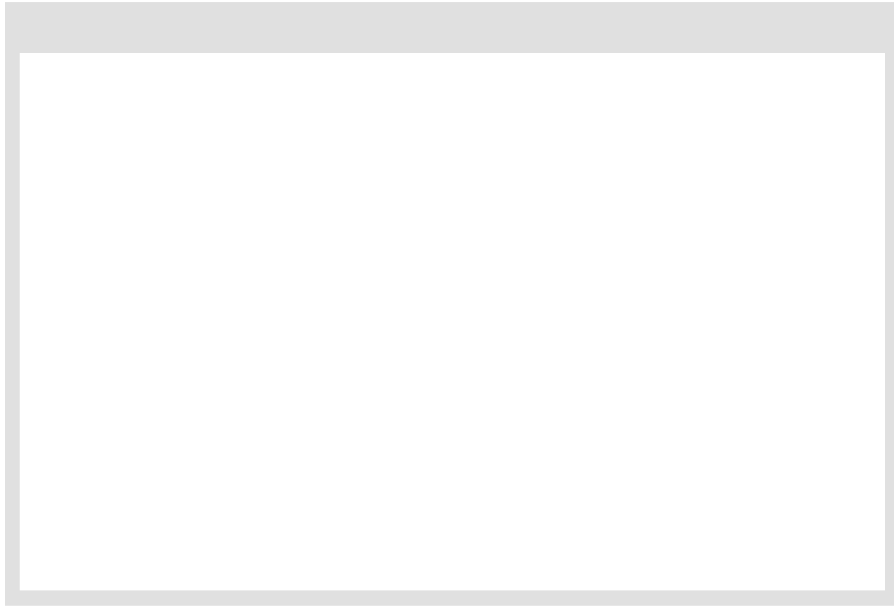


Step	Action
2.	<p>Permission requests for the current term appear, including pending, granted and denied requests.</p> <p>The Permission Requests screen is made of three tabs: Permission, General Info and Comments</p> <p>The Permissions tab is displayed on the screen first. It contains all the necessary fields for completing the permission request process.</p> <p>The General Info tab contains information about the student, including his/her Program, Plan and the student's expected graduation term. The Comments tab has fields where students and instructors can leave messages for each other.</p>

To access permission requests in a past or future term, click the [Change Term](#) button and select the desired term. Only those terms in which you have taught or are scheduled to teach are available.

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

3.	<p>You will be able to tell which permission requests require your response by looking to the Permission Status column. Students who have pending permission requests will have Pending Instructor displayed in the Permission Status column.</p> <p>Students who have pending permission requests will also have a checkbox to the left of their student ID numbers. Checkboxes also appear for students who have granted, unused permits.</p>
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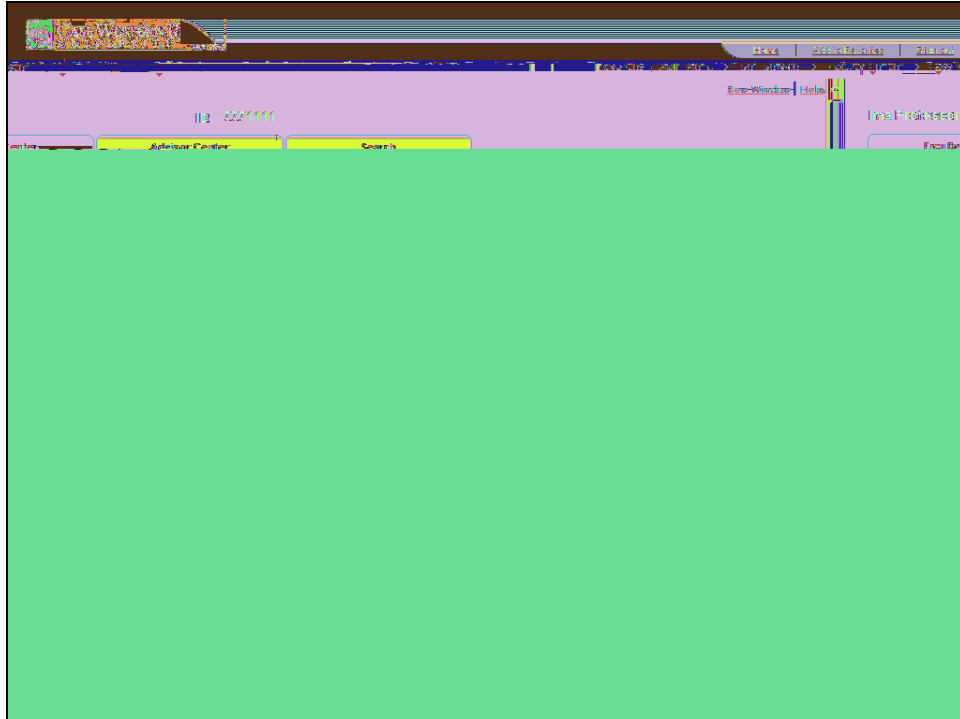
Step	Action
7.	A column exists for each type of permission that a student can request. The column with the checkmark indicates the type of permission that the student has requested.

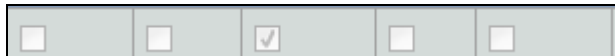
The student may select the permission type based on their knowledge of the course requirements or based on a response from the SIS at the time of attempted enrollment.

You may add or remove permission request types based on your knowledge of what the student needs in order to enroll in the course.

For definitions of permission types, click on the [Explain Permission Types](#) link on the screen.

Step	Action
8.	<p>If you intend to grant the student's request for permission, you have the option to enforce an expiration date on the student's ability to use the granted permission.</p> <p>To use this feature, enter a date into the Expiration Date field or click on the calendar icon to select a date from the pop-up calendar.</p>



Step	Action
12.	If necessary, permission can be revoked if the student has not yet enrolled in the class. To revoke permission, select the student using the Select checkbox and click the Revoke button. 
13.	The Permission Status field displays the state of the permission request.

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

Step	Action
14.	This completes the process of responding to permission requests. End of Procedure.