Faculty - Permission Requests

Introduction

There are several reasons why a student may require permission in order to enroll in a class, such as not having met the requisites or a class is closed. See the full list of permission types and statuses.

The following steps apply to instructors who need to grant, deny, or revoke students' permission requests to enroll in their class section(s).

Review Permission Requests

1. Log in to SIS with your CWRU ID and associated passphrase. From Faculty Home, click the **My Permission Requests** G H Q W ü" J U D Q W

- The enrollment status which indicates if the student is already enrolled in this section of the course, enrolled in another section of the same course, or not enrolled in the course
- The date the student used the permission, if applicable
- The last date and time the request was updated and by whom
- The permission status and expiration date, if applicable
- A button to initiate granting, denying, revoking, or updating the request

6. Click the **Filter** icon to filter the list if needed. Select the desired filters and click **Done**.

   Note: To remove all filters, click the **Filter** icon, click **Reset**, then click **Done**.

   The following information is available for filtering:

   - Class
   - Permission Requested
   - Student Program
   - Student Plan
   - Admit Term
   - Expected Graduation Term
   - Enrollment Status

7. Click the **Sort** icon to change Status

Note: Comments are required when granting requisites not met permission for some Engineering classes.

11. If needed, change the expiration date which, by default, is set to the last day of the term.
12. Once updates have been completed, click **Grant** to grant the student's request or **Deny** to deny the request.
13. If a request has already been granted, click **Revoke** to revoke the request.
    Note: If the student has already enrolled, this will not remove the student from the class.

Grant Permissions En Masse

If you need to grant permissions to more than one student at a time and do not need to add a unique comment for each student, you can grant them all at once.

14. Use the **Actions** menu to grant, deny or revoke permission requests en masse. Click the checkbox to the left of the student's name or click the checkbox at the top of the column to select all students. Then, click the **Actions** icon, and select the action to execute.
    A confirmation page will display where comments to the students or an expiration date, if applicable, can be selected.
15. Click the **Grant**, **Deny**, or **Revoke**, as appropriate, to complete the process.
    The action will be applied to all selected students, where possible. A message will appear if the action cannot be applied to any of the selected students.
    The new status will be reflected immediately if the action is successful, and the student will be removed from the list currently being viewed.
16. If needed, email one or more students from the **Actions** menu. Select the student(s) and click **Notify Selected**. Enter the message to be sent to the students and click **Notify**.

Add a Permission Manually

17. To manually add a permission for a student, click the **Add Permission Request** button at the top of the page.
18. Enter the student's ID number in the **Student ID** box or click the look up icon to search for the student. When the results appear, locate the correct student, and click anywhere on the student's row.
19. Enter the four- or five-digit class number in the **Class Nbr** box or click the look up icon to search for a class. Permissions may only be added for a class you are teaching.
    If using the class lookup, click any column header to sort the results.
20. Locate the correct class, and click anywhere on the class row.
21. After the student ID and class number have been selected, click **Add**. Permissions that are required for the student to enroll in the class are displayed.
22. Enter comments to the student, select an expiration date, and then click **Grant**. A message is displayed if no permissions are required.
    The student receives an email when the status of a permission request changes. Granting permission does not enroll the student in the class.

This completes the process of reviewing permission requests.