

## 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 consent to enroll 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 or 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

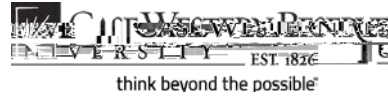
### Procedure

Begin by logging in to the SIS and sending an email to the class instructor.

In these cases, the school or University Registrar's Office sends an email to the student. This email includes a link to the SIS that you may use to log in to the system.

| Step | Action  |
|------|---|
| 1.   | When you log in to the SIS, the Faculty Center appears. Click the <a href="#">Permission Request</a> tab.<br><input type="text"/> |

Student Information System Process Document  
Responding to Permission Requests



Step

| Step | Action   |
|------|--|
| 3.   | <p>You will be able to tell which permission requests require your response by looking to the <a href="#">Permission Status</a> 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 have a checkbox to the</p> |

Student Information System Process Document  
Responding to Permission Requests

| Step | Action  |
|------|---|
| 10.  | <p>Click the <b>Grant</b> button to grant the permission and allow the student to register for your class.</p> <p>Click the <b>Deny</b> button to deny the student's request for permission to register for your class.</p> |

| Step | Action  |
|------|---|
| 11.  | <p>A confirmation screen appears.</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 register for the class.</p> <p>If you are unsure about your decision, please click the <b>Cancel</b> button to return to the Permissions screen. A permit that is granted can be revoked, but a permit that is denied cannot be changed.</p> |

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

Student Information System Process Document  
Responding to Permission Requests



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.<br>End of Procedure. |