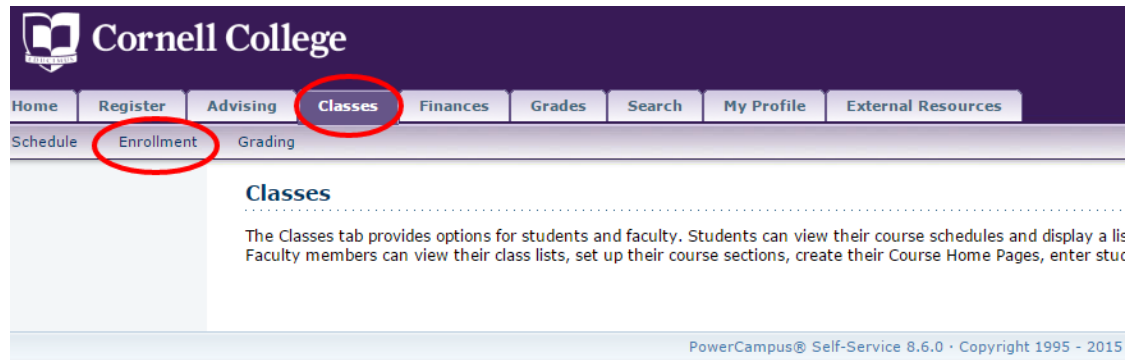


Directions For Approving Instructor Permission Requests in Self-Service

- 1- You will receive an email from the student requesting permission. The subject line will indicate "Request for permission to register for XXXXX."
- 2- Go to Self Service and click on the Classes Tab. Then click on Enrollment.



- 3- In the Enrollment section click on Permission Requests on the left hand nav bar, then click on the year and click on the course for which the student is requesting permission.

4- Once you have clicked into the selected course, you will see the name of the student(s) awaiting permission. On the far right is the Status column. Use the drop down menu to either Approve or Deny their request. Then click Save.

Cornell College

Home Register Advising **Classes** Finances Grades Search My Profile External Resources

Schedule Enrollment Grading

Enrollment - Permission Requests

▼ **Select Course**

Course: 2017/Spring/Block 6 - BIO 485/Course/A

- Biological Problems (Bahamas) FEE1
- Prof., Tammy Mildenstein
- Per Syllabus 9:00 AM - 3:00 PM, Cornell College
- Traditional

Select Status

View All [dropdown] [button]

Prerequisites: (Instructor Permission Required from Prof., Tammy Mildenstein)

<input type="checkbox"/>	Name	ID	Curriculum	Class Level	Status
<input type="checkbox"/>	Sam Student	100-411-523	Undergrad/BA/Undecided	Sophomore	Waiting
<input type="checkbox"/>					

[Save]

5- The student will automatically get an email from the system telling them that the instructor has changed their status to _____ (Approved or Denied). The student will then need to go back in to Self Service Registration and finalize the course in their schedule.