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 recordx, 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.
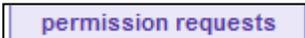
SIS_FC_Permission

Procedure

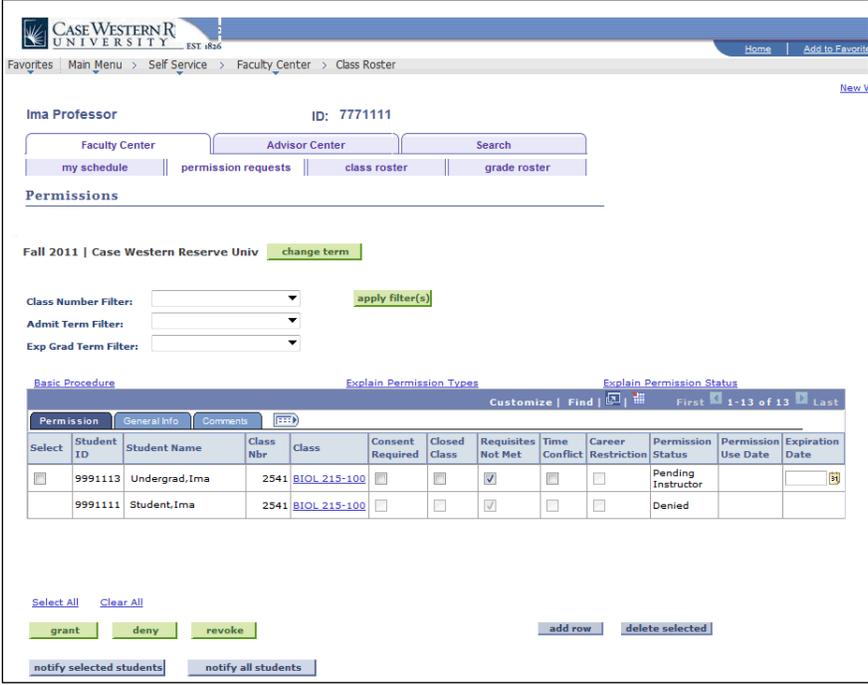Begin by logging in to *case.edu/sis* with your CWRU Network ID and password.

Alternately, click on the link to the SIS from the Permission Request email.

> When a student creates a permission request in the SIS, an email is automatically generated and sent to the class instructor (or, in some cases, the school or University Registrar). 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 **Permission Requests** tab. permission requests

Step	Action
2.	Permission requests for the current term appear, including pending, granted and denied requests.
	The Permission Requests screen is made of three tabs: **Permission**, **General Info** and **Comments**.
	The Permissions tab is displayed on the screen first. It contains all the necessary fields for completing the permission request process.
	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.

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.

Step	Action
3.	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. 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.

To get all your pending permission requests to the top of your list, click twice on the **Permission Status** link at the top of the Permission Status column. After the first click, it will sort the permission requests alphabetically by permission status with Denied at the top, followed by Granted and Pending. Click the column header one more time to reverse the order, bringing Pending to the top.

Pending Instructor means that an instructor needs to review and take action on a permission request.

Pending Department means that the type of permission requested requires action by an assigned representative of the department in which the class is scheduled.
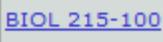
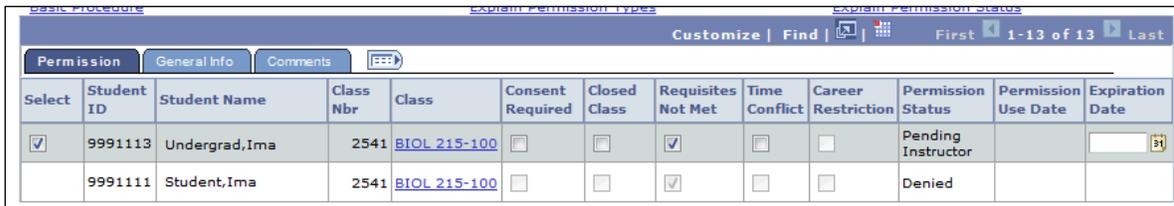**Pending Registrar** means that the type of permission requested requires the action of a Registrar.

Basic Procedure			Explain Permission Types				Explain Permission Status			

Customize | Find | 🖾 | 🏢   First ◄ 1-13 of 13 ► Last

Permission	General Info	Comments		

Select	Student ID	Student Name	Class Nbr	Class	Consent Required	Closed Class	Requisites Not Met	Time Conflict	Career Restriction	Permission Status	Permission Use Date	Expiration Date
☐	9991113	Undergrad,Ima	2541	BIOL 215-100	☐	☐	☑	☐	☐	Pending Instructor		📅
	9991111	Student,Ima	2541	BIOL 215-100	☐	☐	☑	☐	☐	Denied		

Step	Action
4.	Select a permission request to review by clicking in its **Select** checkbox. You can select more than one permission request at a time if they will all receive the same response. ☐
5.	In the selected row, you can see the student's ID and name, the class for which they need permission, and the type of permission the student needs.

Step	Action
6.	If you have questions about the consent or prerequisite requirements assigned to a class, click on the link in the **Class** column to see the course description and details. BIOL 215-100

Select	Student ID	Student Name	Class Nbr	Class	Consent Required	Closed Class	Requisites Not Met	Time Conflict	Career Restriction	Permission Status	Permission Use Date	Expiration Date
✓	9991113	Undergrad,Ima	2541	BIOL 215-100	☐	☐	✓	☐	☐	Pending Instructor		
	9991111	Student,Ima	2541	BIOL 215-100	☐	☐	✓	☐	☐	Denied		

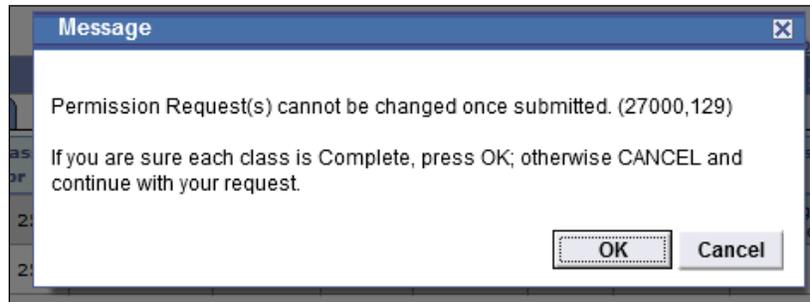| Step	Action
7.	A column exists for each type of permission that a student can request. The column with the checkmark indicates the type of permission that the student has requested.

> 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.	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. 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.
9.	Before granting or denying a student's request, you may want to check the **Comments** tab to see if the student left you a message. Comments

Step	Action
10.	Click the **Grant** button to grant the permission and allow the student to register for your class. Click the **Deny** button to deny the student's request for permission to register for your class.

Step	Action
11.	A confirmation screen appears. Click the **OK** 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. If you are unsure about your decision, please click the **Cancel** button to return to the Permissions screen. A permit that is granted can be revoked, but a permit that is denied cannot be changed.

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 the **Explain Permission Status** link.

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