

Class Permission Process and Reminder Overview

Class Permission Process Flow

1. Student requests permission. Note the student must first attempt to register for the class in the Student Center and receive an error before requesting permission. This is in order to reduce the number of “false permissions” issued for registrations that don’t actually require any overrides.

Spring Semester 2018-19 | Undergraduate | Ohio University

● Open ■ Closed ▲ Wait List

Add to Cart
Enter Class Nbr

Find Classes
 Class Search

Spring Semester 2018-19 Shopping Cart

Select	Delete	Class	Days/Times	Room	Instructor	Units	Status	Request Permission
<input type="checkbox"/>	<input type="checkbox"/>	ART 2210-100 (6958)	MoWe 12:55PM - 3:45PM	Seigfred Hall 111	T. Bartel	4.00	●	<input type="button" value="Request Permission"/>

Class Permission Request

Spring Semester 2018-19 | Undergraduate | Ohio University

ART 2210 - Ceramics Hand Building

Class Preferences

ART 2210-100 (6958) Lecture ● Open **Units** 4.00 Wait List Okay

Session Regular Academic Session

Career Undergraduate

Required Overrides

Requisites

Section	Component	Days & Time	Room	Instructor	Start/End Date
100	Lecture	MoWe 12:55PM - 3:45PM	Seigfred Hall 111	Thomas Bartel	01/14/2019 - 05/04/2019

Comments (explaining your request for permission)

I have taken the prerequisite course at another university.

[cancel request](#)

[submit request](#)

2. Notification email sent to instructor
3. Instructor navigates to request via link in email or via a link in their Faculty and Advising Center class list and approves or denies request

Pending Freshman University College ND1201 Undecided ART 2210 100 Ceramics Hand Building (6958) Spring 2018-19 [HIDE] [APPROVE] [DENY]

Request Details

Submit Date Jan 10, 2019	Requested Hour 4	Last Update Jan 10, 2019	Number
Email	Updated by	Role Student	Student Comment I have taken the prerequisite course at another school.

Overrides

- Requisite - Student Does Not Meet Requisites

[APPROVE] [DENY]

ART 2210 100 (Lecture)

Class Number: 6958

Title Ceramics Hand Building	Hours 4	WaitList 0/10	Enrollment 0/15
Requisites ART 1200 and 1210 and 1220 and 1230 and 1240	Start Date Jan 14, 2019	End Date May 04, 2019	Last Day to Add Jan 25, 2019

Start Date	End Date	Days	Time	Building & Room	Capacity
Jan 14, 2019	May 04, 2019	M,W	12:55 PM - 3:45 PM	Seigfred Hall 111	30

Approve permission request for []

Please provide a comment:

Please explain why the request is being approved.

0 / 500

Please provide last day for the student to confirm their registration

[Calendar Icon] []

Overrides

- Requisite - Student Does Not Meet Requisites
- Add "Class Is Full" override?

[APPROVE] [CANCEL]

- If denied, notification email sent to student and no further action
- If approved, approval notification email sent to student
- Student logs into MyOhio Student Center to finalize their registration for this class (confirm they still want to enroll, agree to financial obligation as needed, etc.)

Show All Requests

Your Permission Requests								
Delete	Class #	Class	Schedule	Location	Instructor	Units Taken	Status	Confirm
[Trashcan Icon]	6958	ART 2210-100 (6958)	MoWe 12:55PM - 3:45PM	Seigfred Hall 111	T. Bartel	4.00	Approved	Confirm

- Alternatively, student can decline the approval (e.g., if they already enrolled in a different course or section) in the MyOhio Student Center by using the delete (trashcan) icon, and the instructor is notified via email

Reminder Emails

Reminder emails are sent in the follow cases:

- A student submits a request and no action is taken
 - A reminder is sent to the instructor and student after 1 week of no action, and weekly thereafter.
 - If the class is less than 1 week in the future, daily reminders are sent to the instructor until resolved or the last date to enroll is passed.
- An instructor approves a request and the student takes no action
 - A reminder is sent 1 week before the class begins, and daily thereafter until resolved or the deadline is passed.
 - A reminder is also sent the day the request expires (if the instructor enters an expiration date).

Office of the University Registrar

1/19/2019

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