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.

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

4. If denied, notification email sent to student and no further action
5. If approved, approval notification email sent to student
6. 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.)

7. 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).