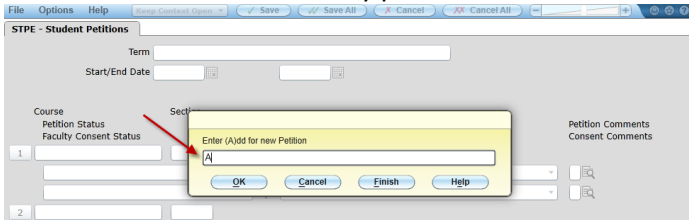


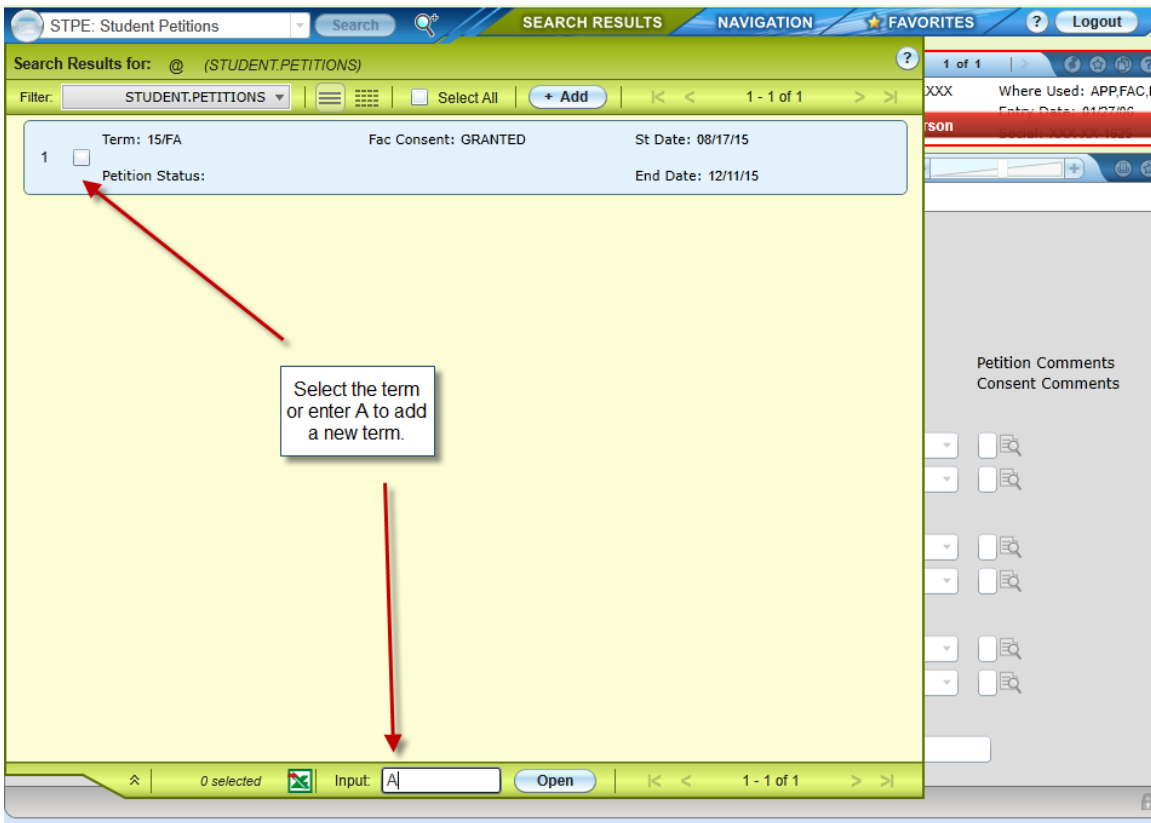
Instructor Consent

You will use this process to allow students to register for classes built that required instructor consent. Examples: 290 courses, 295 courses, MUS classes that require an audition, Foreign Language Institute courses

- Enter the STPE screen for the student.
 - If the student doesn't have any previous instructor consents enter A to add.



- If the student has previous instructor consents you will either select the term which already exists or you will enter an A at the bottom of the screen to enter a new term.



- Enter the term information if adding a new term.
- Enter the course information.
- Enter the section only if you would like to limit the student's registration to a specific section.
- Enter Granted from the drop down box. Make sure you enter granted in the Faculty Consent Field. It is below the Petition field. These are different. If the permission is granted in the wrong field the student will not be able to register.
- Enter a Faculty Consent Reason from the drop down box.
- You may detail into the Consent Comments if you need to enter additional information about who or why the consent is being given.

STPE - Student Petitions

Term 15/FA FALL 2015

Start/End Date 08/17/15

12/11/15

Course

Petition Status

Faculty Consent Status

Section

Optional

Petition Reason

Faculty Consent Reason

Petition Comments

Consent Comments

1

MTH-130

[Empty dropdown]

G GRANTED

[Empty dropdown]

[Empty dropdown]

[Empty dropdown]

MEET Meets Requirements

[Empty checkbox]

X

2

[Empty text]

[Empty text]

[Empty dropdown]

[Empty dropdown]

[Empty dropdown]

[Empty dropdown]

[Empty checkbox]

[Empty checkbox]

3

[Empty text]

[Empty text]

[Empty dropdown]

[Empty dropdown]

[Empty dropdown]

[Empty dropdown]

[Empty checkbox]

[Empty checkbox]

Overload Petition Status

[Empty text]

Petition Status LookUp

- Save out of STPE.