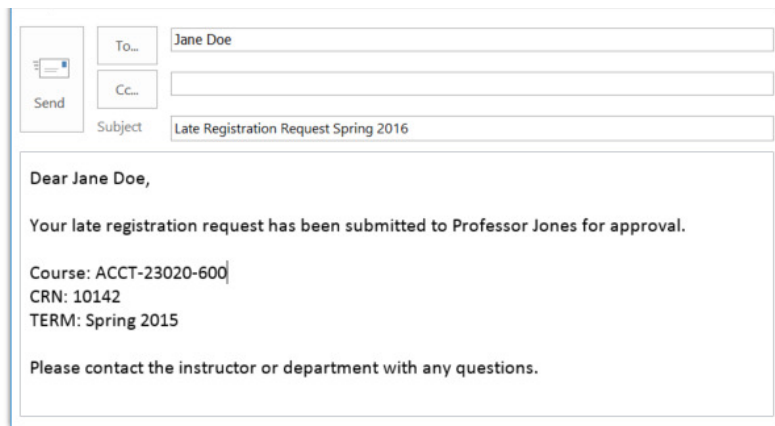


LATE COURSE ADDS
Process for Instructors
Effective Spring 2016

Below are the instructions for each step you need to take when a student requests to be added into a course section during week two of a semester. **Please note that the most important thing we are asking you to do during week two of the semester is to RESPOND to each student's request you receive.** Students will be waiting to hear from you, and we want you to respond as quickly as possible to their requests so they can finalize their schedules.

Step 1: Students request adding into a specific course. Confirmation of the request will be sent via email to the student.



The screenshot shows an email interface with the following fields: To: Jane Doe, Cc: (empty), Subject: Late Registration Request Spring 2016. The email body contains the following text:

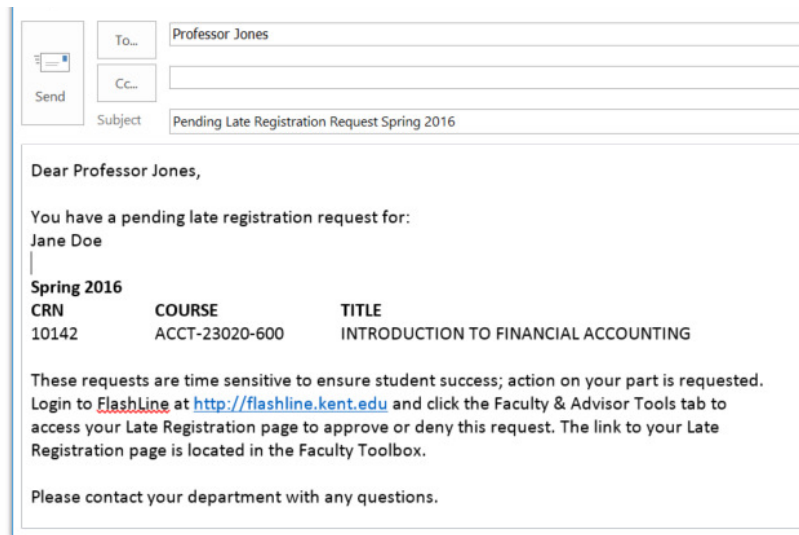
Dear Jane Doe,

Your late registration request has been submitted to Professor Jones for approval.

Course: ACCT-23020-600
CRN: 10142
TERM: Spring 2015

Please contact the instructor or department with any questions.

Step 2: An email notification is sent to you, the instructor, when a student submits a request to enroll in your course. Before you receive that request, the students will be checked for meeting the course's prerequisites, and available space in the classroom will be verified.



The screenshot shows an email interface with the following fields: To: Professor Jones, Cc: (empty), Subject: Pending Late Registration Request Spring 2016. The email body contains the following text:

Dear Professor Jones,

You have a pending late registration request for:
Jane Doe

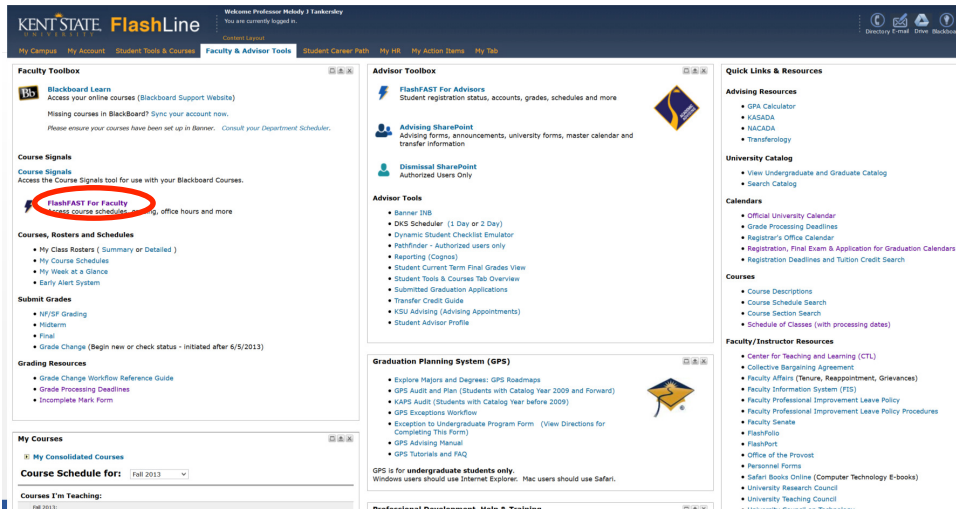
Spring 2016

CRN	COURSE	TITLE
10142	ACCT-23020-600	INTRODUCTION TO FINANCIAL ACCOUNTING

These requests are time sensitive to ensure student success; action on your part is requested. Login to [FlashLine](http://flashline.kent.edu) at <http://flashline.kent.edu> and click the Faculty & Advisor Tools tab to access your Late Registration page to approve or deny this request. The link to your Late Registration page is located in the Faculty Toolbox.

Please contact your department with any questions.

Step 3: Login to FlashLine, click on the Faculty & Advisor Tools tab, then choose FlashFAST for Faculty.



Step 4: From the Faculty Menus, select Late Registration Approval to see the request.

Faculty Menus

Term Selection

CRN Selection (Your Sections)
Select a CRN (Course Reference Number) to use with the services below.

Faculty Detailed Schedule
View detailed information about the courses you are assigned. You may view enrollment information here.

Week at a Glance
View your class schedule by day and time.

Detailed Class List
View a detailed description of the students enrolled in your course(s). Including, but not limited to, college, major, and campus.

Summary Class List
View a simple list of the students enrolled in your course(s).

Midterm Grades
Enter and view midterm grades for your courses.

Final Grades
Enter and view final grades for your courses including NF and SF grades. Enter the Last Attended Date on this screen for students assigned SF grades.

Late Registration Approval
Approve or deny late registration requests.

Step 5: View the list of all of your pending requests and click Approve or Deny:

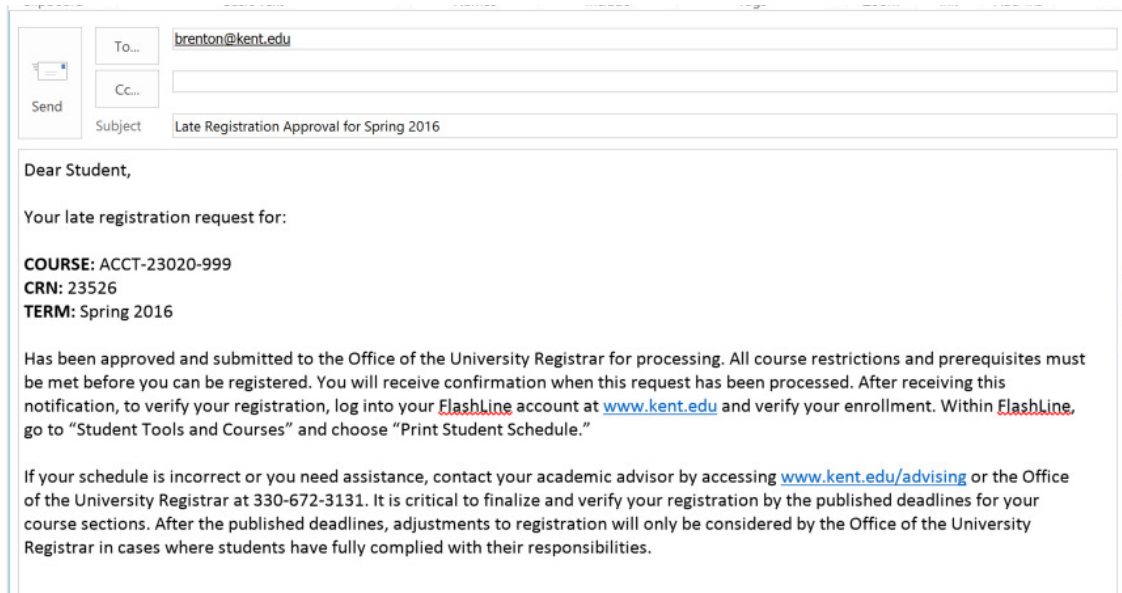
STUDENT NAME	CREDIT HR	CURRENT HR	CRN	COURSE	TITLE	DECISION
Jane Doe	1	5	19374	COMM-21000-590	COMMUNICATION GRAMMAR REVIEW	<input type="button" value="Approve"/> <input type="button" value="Deny"/>
Grad Application Term:		No Graduation Application Pending				
Request Status:		Pending				
Request Submission Date:		18-NOV-2015, 12:22:32 p.m.				
Reason:		comments are needed.				

If you click **Approve**, a confirmation will display at the top of the screen.

Late Registration Approval

You have successfully approved Jane Doe for : COMM-21000-590.

The student will receive an email notification of the approval.



If you click **Deny**, you will be prompted to **enter comments** before submitting the denial. The comments are not required, but recommended. The comments will be viewable to the student and his or her academic advisor. See below for where to enter comments.

Pending Late Registration Requests						
	STUDENT NAME	CREDIT HR	CURRENT HR	CRN	COURSE	TITLE
Term: Fall 2015	Jane Doe	3	5	10145	ACCT-23020-603	INTRODUCTION TO FINANCIAL ACCOUNTING
Graduation Application Term:	No Graduation Application Pending					
Request Submission Date:	18-NOV-2015, 01:54:08 p.m.					
Reason:	comments are not required					
<input type="button" value="Continue to Deny Late Registration Request"/>						

After entering comments, you will then **click Continue to Deny Late Registration Request**.

Pending Late Registration Requests						
	STUDENT NAME	CREDIT HR	CURRENT HR	CRN	COURSE	TITLE
Term: Fall 2015	Jane Doe	3	5	10145	ACCT-23020-603	INTRODUCTION TO FINANCIAL ACCOUNTING
Graduation Application Term:	No Graduation Application Pending					
Request Submission Date:	18-NOV-2015, 01:54:08 p.m.					
Reason:	comments are not required					
<input type="button" value="Continue to Deny Late Registration Request"/>						

You will receive notification of your denial:

<u>DENIED -- Late Registration Request Confirmation</u>		
An email notification has been sent to Jane Doe regarding the late registration denial for: Fall 2015		
CRN	COURSE	TITLE
10145	ACCT-23020-603	INTRODUCTION TO FINANCIAL ACCOUNTING

An email notification will be sent to the student informing him or her of the denial:

Send	To...	brenton@kent.edu
	Cc...	
	Subject	Denied Late Registration Request for Spring 2016
Dr. Jones denied your request for the late registration of		
COURSE: ACCT-23020-999		
CRN: 23526		
TERM: Spring 2016		
Please contact the instructor or department with any questions.		

You will receive a **nightly** digest of requests for which you have taken no action:

Send	To...	Dr. Jones
	Cc...	
	Subject	Pending Late Registration Requests Spring 2016
Dear Dr. Jones,		
You have pending late registration requests. These requests are time sensitive to ensure student success; action on your part is requested. Login to <u>FlashLine</u> at http://flashline.kent.edu and click the Faculty and Advisor Tools tab to access your Late Registration page to approve or deny this request. The link to your Late Registration page is located in the Faculty Toolbox.		
COMM-40483-001 CRN: 19402 – Spring 2016		
COMM-21000-590 CRN: 19402 – Spring 2016		
COMM-21000-700 CRN: 19333 – Spring 2016		

Four easy steps!

Remember, RESPOND to the requests quickly so that students can finalize their schedules and get to class!