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.

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

![FlashLine screenshot](image)

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

![Faculty Menus screenshot](image)

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

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>CREDIT HR</th>
<th>CURRENT HR</th>
<th>CRN</th>
<th>COURSE</th>
<th>TITLE</th>
<th>DECISION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Jane Doe</td>
<td>1</td>
<td>5</td>
<td>19374</td>
<td>COMM-21000-590</td>
<td>COMMUNICATION GRAMMAR REVIEW</td>
<td>Approve</td>
</tr>
</tbody>
</table>
If you click **Approve**, a confirmation will display at the top of the screen.

![Late Registration Approval](image)

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

The student will receive an email notification of the approval.

![Email Notification](image)

Dear Student,

Your late registration request for:

- **COURSE**: ACCT-23020-999
- **CRN**: 23526
- **TERM**: Spring 2016

Has been approved and submitted to the Office of the University Registrar for processing. All course restrictions and prerequisites must be met before you can be registered. You will receive confirmation when this request has been processed. After receiving this notification, to verify your registration, log into your FlashLine account at [www.kent.edu](http://www.kent.edu) and verify your enrollment. Within FlashLine, go to “Student Tools and Courses” and choose “Print Student Schedule.”

If your schedule is incorrect or you need assistance, contact your academic advisor by accessing [www.kent.edu/advising](http://www.kent.edu/advising) or the Office of the University Registrar at 330-672-3131. It is critical to finalize and verify your registration by the published deadlines for your course sections. After the published deadlines, adjustments to registration will only be considered by the Office of the University Registrar in cases where students have fully complied with their responsibilities.

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](image)

After entering comments, you will then click **Continue to Deny Late Registration Request**.
You will receive notification of your denial:

![DENIED -- Late Registration Request Confirmation](image)

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

![Sample Email Notification](image)

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

![Sample Email Digest](image)

Four easy steps!

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