

Student Instructions for Adding Classes that Require Instructor Approval

1. To register for a class with a status of “Approval Required,” first select the class and click the “Register” button.

Academic Period always show the calendar

Academic Period	Class ID (Section)	Class Title	Days - Times	Credits	Status	
1 PY Spring 2019	PY.360.504 (01)	Friday Noon:30 (All Project) [+]	To be announced	0.50	Approval Required	<input checked="" type="checkbox"/>

Enrollments are processed in the order they are listed. To modify the order of processing, click and drag the enrollments to the preferred order.

2. Select your grading system and click the “Continue” button.

Additional enrollment information is required for 1 out of 1 requested classes.

PY.360.504 (01) - Friday Noon:30 (Alt Project)

Grade System [\[what's this?\]](#)

- Grad Letter
 Ugrad Letter

*Required Field

3. You will receive an alert message that enrollment in this class requires instructor approval. Select the “yes” button to send a request for enrollment to the instructor, and they click the “Continue” button.

Enrollment Progress
processing class 2 of 1...

▶ PY.360.504 (01) *your input is required...*

⚠ PY.360.504 (01)
Enrollment in this class requires instructor approval.

If you select Yes, an email will be sent for approval as noted above. Yes No

Enrollments are processed in the order they are listed

4. Your enrollment status is now PY Pending Approval. You are not yet enrolled in the course. If the instructor approves your request, you will be automatically enrolled in the course. If the instructor denies your request, you will receive an email, and will not be enrolled in the course.

Enrollment Progress

PY.360.504 (01)



You will be notified when the request has been Approved or Denied

Your enrollment attempt was processed. Please see results to the left.

- [Print Confirmation Page](#)
- [Print Class Schedule](#)
- [Textbook Info \[+\]](#)

Enrollments are processed in the order they are listed

5. You can follow the status of your request by selecting “My Pending Enrollments” from the dropdown Registration menu.

REQUESTS ON THIS SCREEN DO NOT GUARANTEE ENROLLMENT IN THE CLASSES SHOWN

My Waitlisted Classes

You don't have any waitlisted classes.

My Pending Approval Classes

Class ID (Section)	Class Title	Academic Period	Date Sent for Approval	Status	Actions
PY.360.504(01)	Friday Noon:30 (Alt Project)	PY Spring 2019	10-11-2018	PY Pending	Remove From Pending Approval

My Interdivisional (IDR) Enrollment Requests

You don't have any Interdivisional Enrollment Requests.