



Wait List and Permissions

The Wait List allows students to request enrollment in a full class, and to be automatically added as space becomes available. Permissions allow you to individually identify students allowed to enroll in your class, either through an on-line Permission List or by granting an ad hoc permission.

Wait List

For most classes, a wait list will begin automatically when the class reaches capacity. Students who attempt to add will be able to place themselves on the wait list, and a couple times per day the system will look for available spaces and enroll students in a “first on, first off” manner. Students cannot get on a wait list if it is not their time to enroll, or if they do not meet the requisites for your class.

Permission List

If your course requires Instructor Permission, students can make an online request to enroll. The clock icon on the Faculty Center page alerts you to pending requests awaiting your decision.

Click the **Class Permissions** icon to connect to the page where you can review the school, major, year, and personal message from the students who have made requests. Changing the Permission Status to **Granted** will send an email to the student, including a deadline until which enrollment via self service is possible. Selecting **Denied** will send an email that you have denied the request. Once you have made your decisions, click on the **OK** or **Apply** button to confirm your choice and send the emails.

My Teaching Schedule > 2009 Spring > University of Virginia							
	Class	Class Title	Enrolled	Days & Times	Room	Class Dates	
	BIOL 106-5613 (12251)	Principles of Nutrition (Lecture)	4	MoWeFr 1:00PM - 1:50PM	TBA	Jan 13, 2009-Apr 28, 2009	
	COLA 1000-03DV (19923)	College Advising Seminars (Lecture)	1	Tu 11:00AM - 1:30PM	TBA	Jan 13, 2009-Apr 28, 2009	
	PLCP 4210-05YP (24655)	Comp Elections & Voting (Lecture)	1	MoWe 2:00PM - 2:50PM	New Cabell Hall 217	Jan 13, 2009-Apr 28, 2009	

Permissions

Class Permissions

Class Information

Term	Class #	Subject	Catalog #	Section	Dates & Times	Instructor	Capacity	Enrolled
2009 Spring	24655	PLCP	4210	05YP	MoWe 2:00PM - 2:50PM	Mary Stinson	20	1

Student Requests and Ad Hoc Permissions

*Permission Status	Expiration Date	ID	Name	Major	2nd Major	Minor	SubPlan	Class Year	Justification
1 Pending		2051331	Kevin Malone	ANTHRO-BA				Second-Year	I need this class to graduate.

Select the appropriate **Granted** or **Denied** status for any pending request, or click the plus (+) button to create a new ad hoc permission. When finished, click **OK** or **Apply** to update the requests and send email notifications to the students. (Note: Clicking **OK** returns you to the Faculty Center, while **Apply** remains on this page.)

Permissions

Permissions are valid for two weeks, no later than the start of the semester, or for one day when granted thereafter. Permissions cannot be granted after the add deadline.

Students who accept the permission and enroll in your class will appear on your class roster (refer to page 8).

Class Permissions

Class Information

Term	Class #	Subject	Catalog #	Section	Dates & Times	Instructor	Capacity	Enrolled
2009 Spring	12251	BIOL	106	5613	MoWeFr 1:00PM - 1:50PM	Mary Stinson	4	4

Student Requests and Ad Hoc Permissions

*Permission Status	Expiration Date	ID	Name	Major	2nd Major	Minor	SubPlan	Class Year	Justification
1 Granted									

Select the appropriate **Granted** or **Denied** status for any pending request, or click the plus (+) button to create a new ad hoc permission.

Ad Hoc Permission

Whether your class is full or instructor permission, you can always grant an ad hoc permission to allow a particular student into your class. Click on the **Class Permissions** icon on the Faculty Center to connect to the Class Permissions Page.

Click on the looking glass icon to open up a search screen where you can identify students by name or campus ID number.

Back on the Class Permission page, then click the **OK** or **Apply** button to send the email that you've granted permission to enroll.

Look Up ID

EmpID: begins with

Academic Career: =

Campus ID: begins with

Last Name: begins with

First Name: begins with

Ad Hoc Permission