

## Instructions for Faculty

For classes that require registration to be by “permission of instructor” only (it will say this next to the course in the college catalog), this PowerPoint explains how you give permission for students to enroll in your course.



PPT last  
updated  
9/22/2016

- The first step is that the student will email/meet with you asking you if they can get into your course. If you agree to allow them in, ask them for their student ID and then continue to follow the instructions in this PowerPoint.

As a faculty, login to MajorPortal and click Faculty. Click the class you want to allow a student to get into, and then click the “Permissions” tab

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### ACCT-100-01: Cost Accounting

2015 Fall Term

M/W/F 9:00 AM - 9:50 AM  
8/20/2015 - 12/9/2015  
Lester B. Pearson Hall, 201

Roster | **Permissions**

	Student Name	Student ID	Class Level	Preferred Email
	Allen, Emma	0005001	Senior	eallen@ellucian-university.edu
	Baldwin, Cecelia	0007506	Freshman	ceclia.baldwin@ellucian.com
	Howard, Holly	0003607		florence.upson@ellucian.com

# Now click “Student Petition/Faculty Consent”

## EDUC-1000-01: Human Dev Cross Cultural Persp

2016 Fall Semester

M/W 12:55 PM - 2:25 PM  
8/22/2016 - 12/13/2016  
Sullivan-Harrell Hall, 307

Roster Grading Permissions

### Faculty Permissions

Please select a waiver or petition below to continue



#### Requisite Waiver

Waive prerequisites so that a student can register for the course



#### Student Petition/Faculty Consent

Override restrictions and add an individual student to the action

# Next to “Faculty Consent”, click “add new.”

**MATH-3540-01: Differential Equations**  
2016 Fall Semester

T/Th 9:55 AM - 11:30 AM  
8/22/2016 - 12/13/2016  
Sullivan-Harrell Hall, 368

Roster | Grading | Permissions

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**Student Petition/Faculty Consent**

**Student Petition Status** + Add New

No existing students petitions

**Faculty Consent Status** + Add New

No existing faculty consents

A purple arrow points from the top right of the page to the "+ Add New" button in the Faculty Consent Status section.

Once you do that, this popup box will show. On the popup box, put in the student ID and click search. Where it says status, select “approved.” Choose the reason you are allowing them in the course, and add additional comments if you would like to. Finally, click save.

**MATH-099-01: Developmental Mathematics**  
2015 Fall Term  
Dalton-Tierney University  
T/Th 8:00 AM - 9:00 AM  
8/20/2015 - 12/9/2015  
Albert Einstein, 101

Permissions  
< Back To Faculty Permission  
**Student Petition/Fac**  
**Student Petition Stat**  
**Student**  
Allen, Diana L.  
**Faculty Consent Stat**  
**Student**  
Allen, Diana L.

**Add Student Petition**  
MATH-099-01: Developmental Mathematics 2015 Fall Term

To approve or deny a petition for a student, first select student.

**Student ID**

**Status**

**Reason**

**Additional Comments**

n Credits

Allen, Diana L. 0001283 Pending Administrative Staff 5/27/2015 9:03:00 AM Class Standing Req

You're done! The student will now be able to enroll in the course as long as their advisor has approved.

- If you have any questions, contact the Office of Records at Millsaps College via phone at 601-974-1120 or via email at [records@millsaps.edu](mailto:records@millsaps.edu).