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.

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

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.

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