Active Approval Process for Faculty
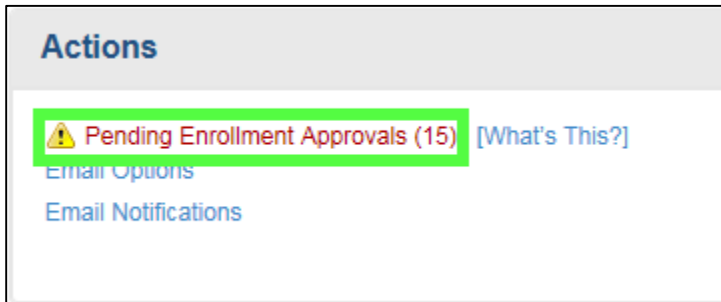
1. Log into SIS Self-Service (https://sis.jhu.edu/sswf/)
2. Click on **Faculty**.
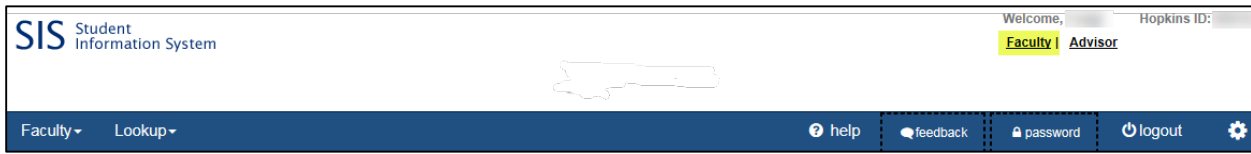
3. **Pending Enrollment Approvals** will show in the *Actions* box and will appear in red text with number of approvals waiting.
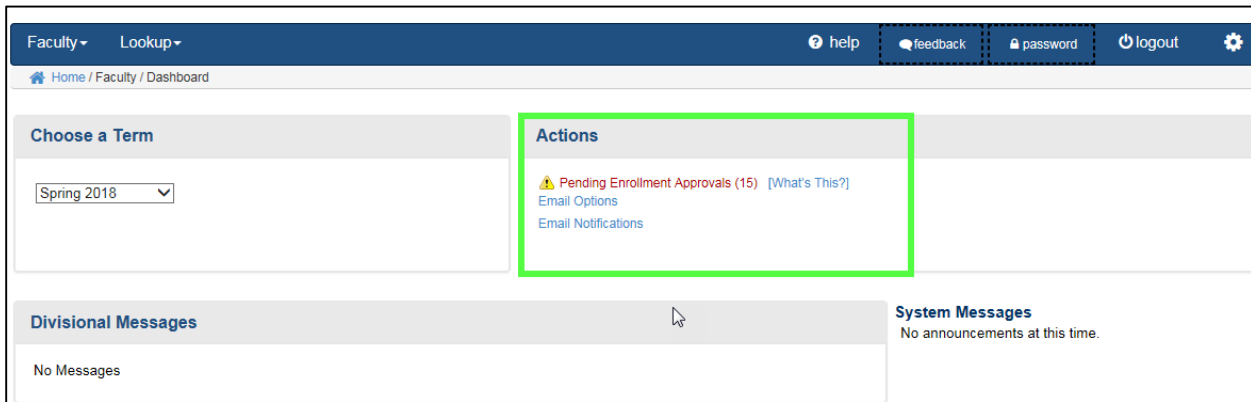
4. Select **Pending Enrollment Approvals.**

5. A summary page will appear. This page will list each course that has pending approvals. The capacity and current enrollment for the section are also displayed.

Click **View** to review the list of pending requests.

Sections With Approvals Pending

Number	Course	Section	Max Capacity	Max Enrollment	Enrolled	Pending	Approval Screen
AS.371.162	Black & White: Digital Darkroom	01 ⓘ	N/A	10	10	4	View
AS.371.172	DIY Art: You are the Medium	01 ⓘ	N/A	10	11	6	View
AS.371.303	Documentary Photography	01 ⓘ	N/A	10	10	4	View
AS.371.303	Documentary Photography	02 ⓘ	N/A	10	10	1	View

6. This is the list of pending approvals. The list can be sorted ascending or descending by column. Use checkboxes to determine approval and denial of each pending request, then select **Submit** for processing.

Note: SIS <u>will</u> send emails for *approved* enrollments. Should you decide to decline a student, it is recommended that you send them an email indicating why.

7. After clicking **Submit,** text will appear above the list of pending approvals. The text provides information regarding the number of students enrolled and the number of students that failed processing.

Note: Faculty cannot override Alerts that may have been placed after the student submitted their enrollment request. It is recommended that faculty reach out directly to discuss a plan for enrollment.