## **Active Approval Process for Faculty**

- 1. Log into SIS Self-Service (<u>https://sis.jhu.edu/sswf/</u>)
- 2. Click on Faculty.

SIS Student			Welcome, Faculty   Adv	Hopkins I	(D:
Faculty≁ Lookup≁	help	<b>q</b> feedback	A password	<b>ധ</b> logout	٥

3. **Pending Enrollment Approvals** will show in the *Actions* box and will appear in red text with number of approvals waiting.

Faculty≁ Lookup≁	😗 help	्रfeedback ≙ password 🙂 logout	٠
A Home / Faculty / Dashboard			
Choose a Term	Actions		
Spring 2018	Pending Enrollment Approvals (15) [What's This?] Email Options Email Notifications		
Divisional Messages	6	System Messages No announcements at this time.	
No Messages			

4. Select Pending Enrollment Approvals.

Actions	
Pending Enrollment Approvals (15) Email Options Email Notifications	'hat's This?]

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.

Sec	Sections With Approvals Pending								
N	umber	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.

aculty <del>-</del>	Lookup <del>-</del>						😮 h	elp 🗨 🗨	edback 🔒	password (	logout
Home / Da	ashboard / Enro	Ilment Approval Roster									
Section(s	s) with App	orovals Pending									
Class: AS.3 Class Title: Total Stude Max Enroll Max Capac	371.172 (01) e: ents Enrolled: lment: city:	DIY Art: You Are the Me 11 10 [What's This?] N/A [What's This?]	edium								
											Clear Work
Students FERPA	With Appro Student Photo	ovals Pending Student Name	ID	Contact Info	Reporting Division	Year of Study	Credits	Graduating	Request Da	te ■ Appro All	ve 📕 Declir All
Students FERPA	With Appro	ovals Pending Student Name	ID F	Contact Info	Reporting Division AS	Year of Study AE UG Senior	Credits 3.00	<b>Graduating</b> 5/31/2018	Request Dat 1/18/2018 4:53: AM	te Appro All 57 Approve	ve Decline
FERPA	With Appro	ovals Pending Student Name	ID F	Contact Info	Reporting Division AS AS	Year of Study AE UG Senior AE UG Freshman	<b>Credits</b> 3.00 3.00	Graduating 5/31/2018 5/31/2021	Request Dat 1/18/2018 4:53:8 AM 12/1/2017 5:19:1 PM	te Appro All 57 Approve	ve Declin All
FERPA	With Appro	ovals Pending Student Name		Contact Info	AS AS AS	Year of Study           AE UG Senior           AE UG Freshman           AE UG Junior	Credits 3.00 3.00 3.00	Graduating 5/31/2018 5/31/2021 5/31/2019	Request Dat 1/18/2018 4:53:8 AM 12/1/2017 5:19: PM 1/30/2018 9:31: PM	te Appro All 57 Approve 14 Approve	ve Declin All Decline
FERPA	With Appro	ovals Pending Student Name		Contact Info	Reporting Division       AS       AS       AS       T       AS	Year of Study           AE UG Senior           AE UG Senior           AE UG Junior           AE UG Senior	Credits 3.00 3.00 3.00 3.00	Graduating 5/31/2018 5/31/2021 5/31/2019 5/31/2020	Request Dat 1/18/2018 4:53:5 AM 12/1/2017 5:19: PM 1/30/2018 9:31: PM 1/29/2018 10:12 AM	te Approv 57 Approve 14 Approve 10 Approve 2:11 Approve	ve Decline Decline Decline Decline Decline Decline
FERPA	With Appro	ovals Pending Student Name		Contact Info	Reporting Division       AS       AS       AS       AS       AS       EN	Year of Study           AE UG Senior           AE UG Senior           AE UG Junior           AE UG Senior           AE UG Senior           AE UG Senior	Credits 3.00 3.00 3.00 3.00 3.00 3.00	Graduating 5/31/2018 5/31/2021 5/31/2019 5/31/2020 5/31/2018	Request Dat 1/18/2018 4:53:4 AM 12/1/2017 5:19:1 PM 1/30/2018 9:31: PM 1/29/2018 10:12 AM 1/29/2018 8:24:4 PM	te Approv All Approve 14 Approve 10 Approve 2:11 Approve 49 Approve	ve Declin Decline Decline Decline Decline

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.

Section(s) with A	Approvals Pending		
Class: AS.371.303 (0	11) 🗸		
Class Title:	Documentary Photography		
Total Students Enrol	lled: 11		
Max Enrollment:	10 [What's This?]		
Max Capacity:	N/A [What's This?]		
			Clear Work Submit
Students With Ap	pprovals Pending		
Results: 1 student(s) record. Students will	were enrolled in the course; 0 student(s) were declined for the course; 0 sent an email to alert them of the issues that have prevented their enro	tudent(s) failed processing; Results for specific students are d liments from being approved, which are noted below.	isplayed next to the student