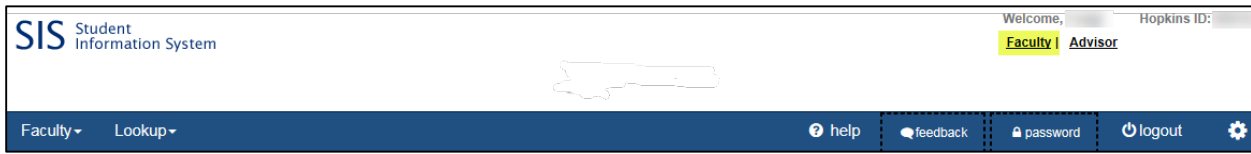
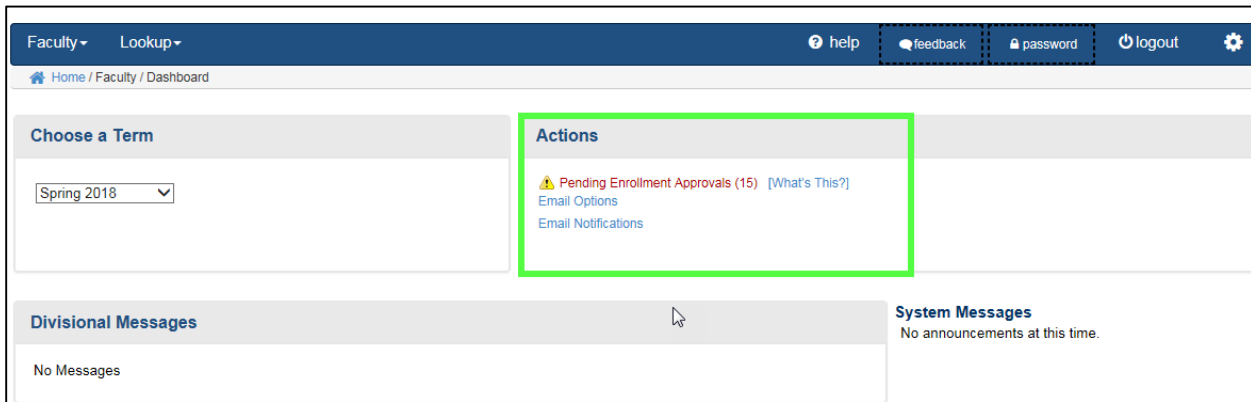


Active Approval Process for Faculty

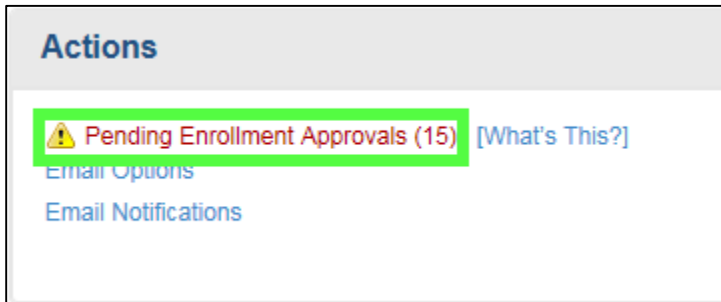
1. Log into SIS Self-Service (<https://sis.jhu.edu/sswf/>)
2. Click on **Faculty**.



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 will send emails for *approved* enrollments. Should you decide to decline a student, it is recommended that you send them an email indicating why.

Section(s) with Approvals Pending

Class: AS.371.172 (01)
 Class Title: DIY Art: You Are the Medium
 Total Students Enrolled: 11
 Max Enrollment: 10 [What's This?]
 Max Capacity: N/A [What's This?]

Clear Work Submit

Students With Approvals Pending

FERPA	Student Photo	Student Name	ID	Contact Info	Reporting Division	Year of Study	Credits	Graduating	Request Date	Approve All	Decline All
					AS	AE UG Senior	3.00	5/31/2018	1/18/2018 4:53:57 AM	<input type="checkbox"/>	<input type="checkbox"/>
					AS	AE UG Freshman	3.00	5/31/2021	12/1/2017 5:19:14 PM	<input type="checkbox"/>	<input type="checkbox"/>
					AS	AE UG Junior	3.00	5/31/2019	1/30/2018 9:31:10 PM	<input type="checkbox"/>	<input type="checkbox"/>
					AS	AE UG Senior	3.00	5/31/2020	1/29/2018 10:12:11 AM	<input type="checkbox"/>	<input type="checkbox"/>
					EN	AE UG Senior	3.00	5/31/2018	1/29/2018 8:24:49 PM	<input type="checkbox"/>	<input type="checkbox"/>
					AS	AE UG Senior	3.00	5/31/2018	1/9/2018 4:57:29 PM	<input type="checkbox"/>	<input type="checkbox"/>

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 Approvals Pending

Class: AS.371.303 (01)
 Class Title: Documentary Photography
 Total Students Enrolled: 11
 Max Enrollment: 10 [What's This?]
 Max Capacity: N/A [What's This?]

Clear Work Submit

Students With Approvals Pending

Results: 1 student(s) were enrolled in the course; 0 student(s) were declined for the course; 0 student(s) failed processing; Results for specific students are displayed next to the student record. Students will be sent an email to alert them of the issues that have prevented their enrollments from being approved, which are noted below.