

# Faculty Access for the Web 7

## Teacher Tutorial: How to Approve Course Requests

In *Faculty Access for the Web*, from the navigation bar, click **Requests** to review and approve student course requests. You can review requests by student or by course.

- ♦ Teachers can review and approve course requests for courses in the current or upcoming academic year.
- ♦ Heads of Departments can review and approve course requests for all students in their department.
- ♦ Advisors can review and approve course requests for all student advisees.
- ♦ Administrators can review and approve course requests for all students.



Requests for mandatory courses and requests entered directly into **Registrar's Office** are automatically approved.

## How to Approve Course Requests



Before you go to the Course requests page, on your Home page, in the **My Classes** grid, click **Settings** to select which academic year and session you want to work in. For example, if you want to approve course requests for the upcoming academic year, change the academic year and session to next year.

	Student	Start term	Length	Priority	Alternate	Start term	Length	Priority
Yes								

1. From the navigation bar, click **Requests**. The Course Requests page appears.
2. In the **View requests by** field, select student or course.
3. Click the binoculars in the **Student** or **Course** field to search for and select a student or course. The requests grid appears.
4. If you view requests by student, above the grid, you can view the student's advisor and if the parents approve the request(s).
5. For each request, in the row, select Yes or No to approve or deny the request.

**Course requests**

View requests by: Course Course:

[New](#) [Delete](#) [Delete alternate](#) [Print](#) [Approve all](#)

	Student	Start term	Length	Priority	Alte
Yes					

6. For all requests in the grid, you can view a printer-friendly version or approve all course requests.
7. To create a new course request, click **New**. A new row appears in the grid for you to enter the course or student information.
8. To save your changes, click **Save**.
9. If the program finds exceptions with the requests, an **Exceptions** grid appears at the bottom of the page. For each exception, in the **Override?** column, select whether or not to override the exception. Some exceptions cannot be overridden.
10. Click Save. Requests with exceptions not overridden are removed.
11. Click **Save** again.