

Faculty- Faculty Consent

Faculty consent is required for a student that would like to enroll in a course after it has started. The steps below are for the course instructor to grant faculty consent in Self -Service. **Please note that you must have the student ID to proceed.**

**Log in to Self-Service. The web address for Self-Service is:
<https://selfservice.clackamas.edu/student>**




Sign in

Enter your user name and password to sign in.

<input type="text" value="UserName"/>	<input type="password" value="Password"/>	<input type="button" value="Sign in"/>
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Your user name is the portion of your email before the @ symbol and the password is the same as your CCC email account. If you are unable to log in please contact ITS.

Select Faculty



Faculty

Here you can view your active classes and submit grades and waivers for students.

Select the Course

The screenshot shows the Clackamas Community College faculty interface. At the top, there is a navigation bar with the college logo, user name 'Katie', and links for 'Sign out', 'Help', and 'Notifications'. Below this is a breadcrumb trail: 'Daily Work > Faculty > Faculty Overview'. A dark blue banner reads 'Manage your courses by selecting a section below'. The main content area is titled 'Winter Term 2017' and contains a table of course sections.

Section	Times	Locations
ANT-232-01: Indians of North America	T/Th 8:00 AM - 9:50 AM 1/9/2017 - 3/25/2017	TBD Lecture
ART-117-01: Basic Design: Three Dimen Comp	M/W 1:00 PM - 3:50 PM 1/9/2017 - 3/25/2017	Art Center, AC122 Lecture/Laboratory
ART-132-01: Drawing	M/W 9:00 AM - 11:50 AM 1/9/2017 - 3/25/2017	Art Center, AC102 Lecture/Laboratory
BI-212-01: Biol/Sci Mjrs-Animal Biology	M/W 8:00 AM - 9:50 AM 1/9/2017 - 3/25/2017	Dejardin Hall, DJ191 Lecture
MTH-010-01: Fundamentals of Arithmetic I	M/W 12:00 PM - 1:50 PM 1/9/2017 - 3/25/2017	TBD Lecture
SPN-101-01: First-Year Spanish I	M/W 8:00 AM - 9:50 AM 1/9/2017 - 3/25/2017	TBD Lecture
SPN-102-01: First-Year Spanish II	M/W 8:00 AM - 9:50 AM 1/9/2017 - 3/25/2017	TBD Lecture
WRD-098-01: Intro Read-Wrte 2 Collge Prep	T/Th 10:00 AM - 11:50 AM 2/12/2017 - 3/25/2017	TBD Lecture

Click the Permissions Tab


The screenshot shows the course management interface for 'SPN-101-01: First-Year Spanish I'. The course details are listed: 'Winter Term 2017', 'Oregon City Campus', 'M/W 8:00 AM - 9:50 AM', '1/9/2017 - 3/25/2017', and 'TBD'. Below the details is a navigation bar with three tabs: 'Roster', 'Grading', and 'Permissions'. The 'Permissions' tab is highlighted with a red box. Below the tabs, it says 'No registered students'.


Select Student Petition/Faculty Consent

SPN-101-01: First-Year Spanish I
Winter Term 2017
Oregon City Campus
M/W 8:00 AM - 9:50 AM
1/9/2017 - 3/25/2017
TBD

Roster Grading Permissions

Faculty Permissions
Please select a waiver or petition below to continue

 **Requisite Waiver**
Waive prerequisites so that a student can register for the course

 **Student Petition/Faculty Consent**
Override restrictions and add an individual student to the action

Click the "+Add New" button on the Faculty Consent Status line

Roster Grading Permissions

< Back To Faculty Permissions

Student Petition/Faculty Consent

Student Petition Status + Add New

No existing students petitions

Faculty Consent Status + Add New

No existing faculty consents

Enter the student ID, click Search

Add Faculty Consent

SPN-101-01: First-Year Spanish I Winter Term 2017

To approve or deny a faculty consent for a student, first select student.

Student ID

Status

Reason

Select the Status from the drop down

Add Faculty Consent

SPN-101-01: First-Year Spanish I Winter Term 2017

To approve or deny a faculty consent for a student, first select student.

Student

Status

Reason

Additional

Approved allows registration.

Conditional allows registration. Note: For Faculty Consent, "Conditional" is not recommended.

Denied does not allow registration.

Select a Reason from the drop down

The screenshot shows a web form titled "Add Faculty Consent". It has several fields: "Student" (blurred), "Status" (set to "Approved"), "Reason" (with a dropdown menu open), and "Additional Comments". The dropdown menu for "Reason" is highlighted with a red border and contains the following options: "Select a reason...", "Select a reason..." (highlighted in blue), "A. Meets Requirement", "A. Switching Sections", "A. Placement Correction", "A. Other Course Cancelled", "A. Needs to add Credits", "A. Started Term Late", "C. Will Meet Requirement", "D. Section at Capacity", "D. Missed too Much Class", and "D. Doesn't Meet Req.". A "Save" button is visible at the bottom right of the form.

The Reason Codes that lead with A are intended to be used with an approved status, the codes are:

- A.Meets Requirement
- A.Switching Sections
- A.Placement Correction
- A.Other Course Canceled
- A.Needs to add Credits
- A.Started Term Late

The Reason Codes that lead with C are intended to be used with an conditional status, the codes are:

- C.Will Meet Requirement

The Reason Codes that lead with D are intended to be used with an Denied status, the codes are:

- D.Section at Capacity
- D.Missed too Much Class
- D.Does not Meet Requisite

Add Additional comments as needed

Add Faculty Consent

Student [blurred]

Status Approved ▼

Reason A. Meets Requirement ▼

Additional Comments Additional Comments

Cancel Save

Please remember the student, staff, and other faculty members assigned to the course can see the notes added in this section.

Click Save

Add Faculty Consent

Student [Blurred text field]

Status [Approved ▼]

Reason [A. Meets Requirement ▼]

Additional Comments [Additional Comments]

[Cancel] [Save]

Once saved the student will be able to see the Faculty consent status on their side IF approved. A denial of a Student Petition will not appear in the student's screen of Self-Service.

Note: The student will not receive a notification when you take action on Faculty Consent. Please email the student when this step is complete.