

Faculty- Student Petition

A Student Petition is required for a student that would like to enroll in a course with a special requirement flag in Colleague. For instance, "A camera is required for this class." The steps below are for the course instructor to approve or deny a student petition 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.

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

Manage your courses by selecting a section below

Spring Term 2017

Section	Times	Locations
WRD-098-01: Intro Read-Wrte 2 Collge Prep	M/W 10:00 AM - 11:50 AM 4/3/2017 - 6/17/2017	TBD Lecture

Click the Permissions Tab

WRD-098-01: Intro Read-Wrte 2 Collge Prep

Spring Term 2017

Oregon City Campus

M/W 10:00 AM - 11:50 AM
4/3/2017 - 6/17/2017
TBD

Roster

Grading

Permissions

No registered students

Select Student Petition/Faculty Consent

WRD-098-01: Intro Read-Wrte 2 Collge Prep

Spring Term 2017

Oregon City Campus

M/W 10:00 AM - 11:50 AM
4/3/2017 - 6/17/2017
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 Student Petition 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 Student Petition

WRD-098-01: Intro Read-Wrte 2 Collge Prep Spring Term 2017

To approve or deny a petition for a student, first select student.

Student ID 0639091 Search

Status Select a status... ▼

Reason Select a reason... ▼

Additional Comments Additional Comments

Cancel Save

Select the Status from the drop down

The screenshot shows a web form titled "Add Student Petition" for the course "WRD-098-01: Intro Read-Write 2 Collge Prep" in "Spring Term 2017". The form includes a "Student" field, a "Status" dropdown menu, a "Reason" field, and an "Additional Comments" text area. The "Status" dropdown is open, showing options: "Select a status...", "Select a status..." (highlighted in blue), "Approved", "Conditional", and "Denied". The "Reason" field is also open, showing a dropdown menu. The "Additional Comments" field is empty. At the bottom right, there are "Cancel" and "Save" buttons.

Approved allows registration.
Conditional allows registration.
Denied does not allow registration.

Select a Reason from the drop down

The screenshot shows a web form titled "Add Student Petition" for course "WRD-098-01: Intro Read-Wrte 2 Collge Prep" in "Spring Term 2017". The form includes fields for "Student" (blurred), "Status" (set to "Approved"), and "Reason". A dropdown menu is open for the "Reason" field, listing several options: "Select a reason...", "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 Student Petition

WRD-098-01: Intro Read-Wrte 2 Collge Prep Spring Term 2017

Student [blurred]

Status Approved

Reason A. Switching Sections

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. See "How to write comments" document.

Click Save

Add Student Petition

WRD-098-01: Intro Read-Wrte 2 Collge Prep Spring Term 2017

Student [Blurred]

Status Approved ▼

Reason A. Switching Sections ▼

Additional Comments Additional Comments

Cancel **Save**

Once saved the student will be able to see the Student Petition 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 Student Petition. Please email the student when this step is complete.