# **Faculty- Student Petition**

AStudent Petition is required for a student that would like to enroll in a course with a special requirement flag in Colleague. For instance, "Acamera 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-Serivce. The web address for Self-Serivce is: https://selfservice.clackamas.edu/student



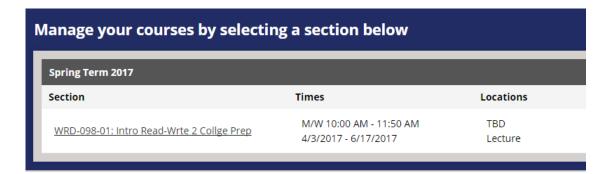


Your user name is the portion of your email before the @ symbol and the password is the same as your CCC email account. If you are unable to log in please contact ITS.

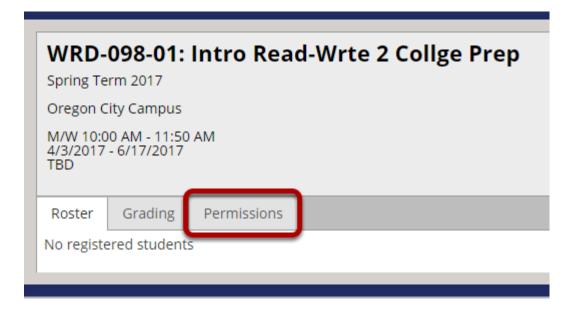
## **Select Faculty**



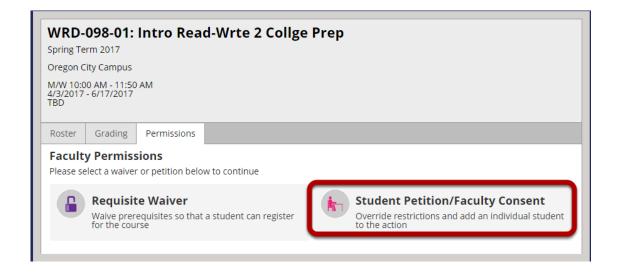
#### **Select the Course**



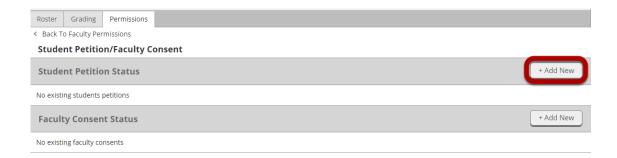
#### **Click the Permissions Tab**



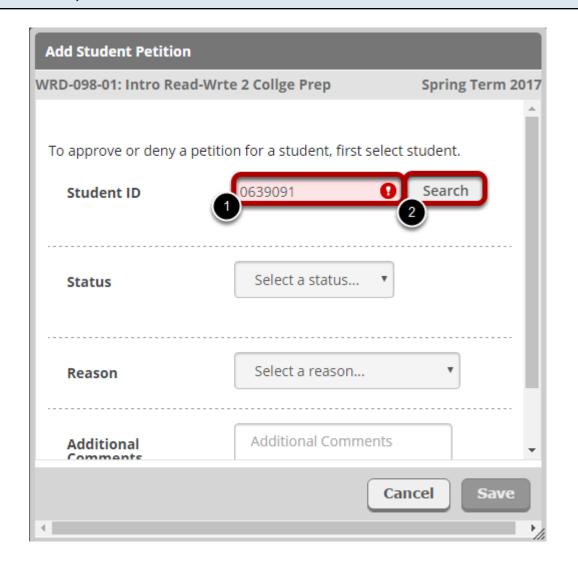
### **Select Student Petition/Faculty Consent**



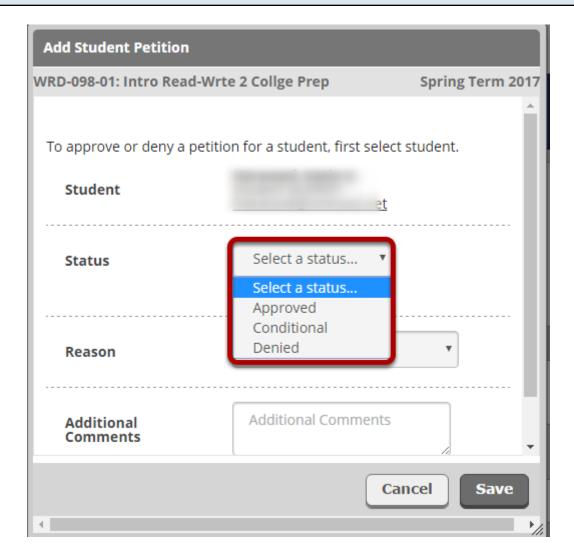
#### Click the "+Add New" button on the Student Petition Status line



# Enter the student ID, click Search



## Select the Status from the drop down

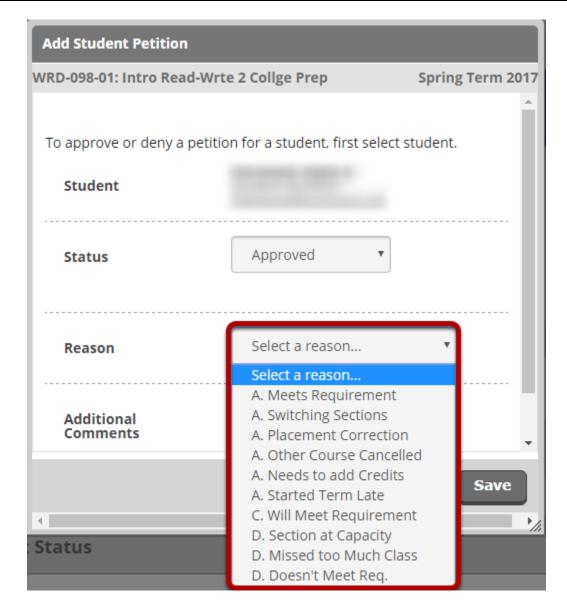


Approved allows registration.

Conditional allows registration.

Denied does not allow registration.

### Select a Reason from the drop down



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

A.Meets Requirement

A.Switching Sections

**APlacement Correction** 

AOther Course Canceled

A.Needs to add Credits

A.Started Term Late

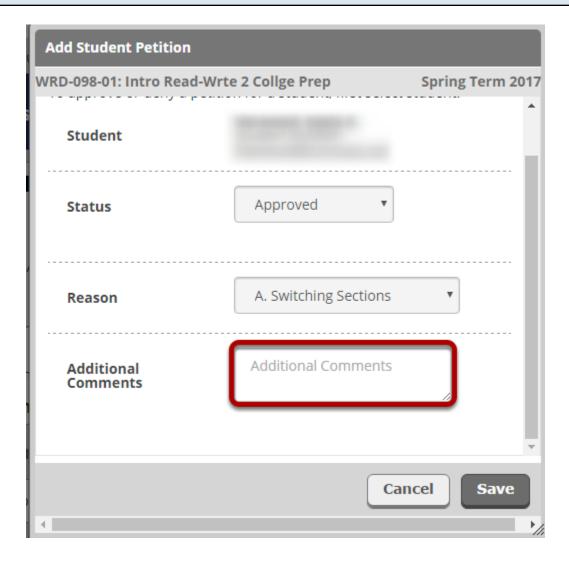
The Reason Codes that lead with C are intended to be used with an conditional status, the codes are:

C.Will Meet Requirement

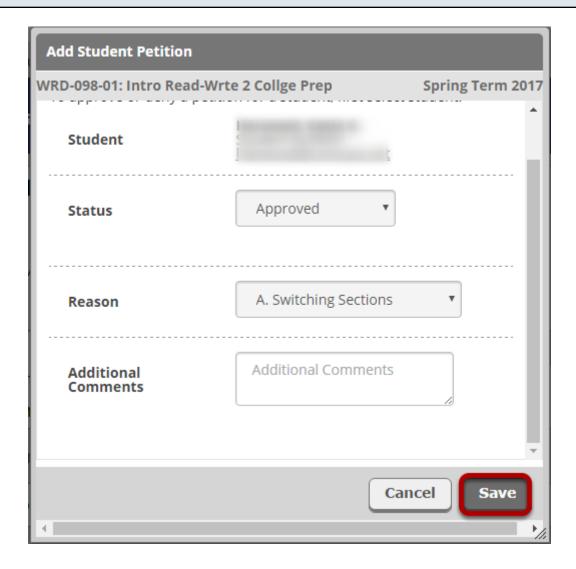
The Reason Codes that lead with D are intended to be used with an Denied status, the codes are:

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

## Add Additional comments as needed



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.



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.