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**

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**
                        (1)   (2)

Status   Select a status... ▼

Reason   Select a reason... ▼

Additional Comments   Additional Comments

[Cancel] [Save]

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 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

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

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.