Step 1: Click on the Faculty & Advisors Category within FlashLine

Step 2: Click on the Faculty Dashboard within the Faculty & Advisors Page
Step 3: Click on Late Registration Approval within Grading Resources

Step 4: Approve or Deny your pending Late Registration Requests

Late Registration Approval

This is a list of students who have requested to add one of your courses during the second week, or its prorated equivalent, of the term. You may either approve or deny these requests. You will find the total number of credit hours a student is enrolled in for the current term.

Pending Late Registration Requests

Decision: Approve, Deny

Graduation Application Term: Spring 2016
Request Status: Pending
Request Submission Date: 21-JAN-2016, 04:22:09 p.m.
Reason: test

Decision: Approve, Deny

Graduation Application Term: Spring 2016
Request Status: Pending
Request Submission Date: 21-JAN-2016, 04:21:42 p.m.
Reason: test

Step 5: Approve and Deny

- Approval
  - Late Registration Approval Confirmation

You have successfully approved for AERN-45250-030.
• Denial
  
  o Late Registration Denial: Comments must be entered for a denial.

Late Registration Approval

Students who have requested to add your course during the second week of the term, or its proctor equivalent, are listed below. You may either approve or deny these requests. These requests are time sensitive to ensure student success.

- You will only see pending requests of courses for which you are listed as the primary instructor.
- Credit hours is the total number of credit hours a student is enrolled in for the term.

Pending Late Registration Requests

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>CREDIT HR</th>
<th>CURRENT HR</th>
<th>C RN</th>
<th>COURSE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>3</td>
<td>32375</td>
<td>AVIATION LAW</td>
<td></td>
</tr>
</tbody>
</table>

Graduation Application Term:
Request Submission Date: 20-3-15, 09:01:17 a.m.
Reason: Comments must be entered.

Continue to Deny Late Registration Request

---

• Late Registration Denial Confirmation

Late Registration Approval

DENIED -- Late Registration Request Confirmation

An email notification has been sent to regarding the late registration denial for:

<table>
<thead>
<tr>
<th>C RN</th>
<th>COURSE</th>
<th>TITLE</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>32375</td>
<td>AVIATION LAW</td>
<td></td>
<td>Comments are required.</td>
</tr>
</tbody>
</table>