LATE COURSE ADDS
Process for Instructors
Effective Spring 2016

Below are the instructions for each step you need to take when a student requests to be added into a course section during week two of a semester. Please note that the most important thing we are asking you to do during week two of the semester is to respond to each student’s request you receive. Students will be waiting to hear from you, and we want you to respond as quickly as possible to their requests so they can finalize their schedules.

**Step 1:** Students request adding into a specific course. Confirmation of the request will be sent via email to the student.

![Email Confirmation](image1)

**Step 2:** An email notification is sent to you, the instructor, when a student submits a request to enroll in your course. Before you receive that request, the student will be checked for meeting the course’s prerequisites, and available space in the classroom will be verified.

![Email Notification](image2)
Step 3: Login to FlashLine, click on the Faculty & Advisor Tools tab, then choose FlashFAST for Faculty.

Step 4: From the Faculty Menus, select Late Registration Approval to see the request.

Step 5: View the list of all of your pending requests and click Approve or Deny:
If you click **Approve**, a confirmation will display at the top of the screen.

```
Late Registration Approval
You have successfully approved Jane Doe for : COMM-21000-590.
```

The student will receive an email notification of the approval.

If you click **Deny**, you will be prompted to **enter comments** before submitting the denial. The comments are not required, but recommended. The comments will be viewable to the student and his or her academic advisor. See below for where to enter comments.

After entering comments, you will then **click Continue to Deny Late Registration Request.**
You will receive notification of your denial:

![DENIED -- Late Registration Request Confirmation](image)

An email notification will be sent to Jane Doe regarding the late registration denial for: Fall 2015

<table>
<thead>
<tr>
<th>CRN</th>
<th>COURSE</th>
<th>TITLE</th>
</tr>
</thead>
<tbody>
<tr>
<td>10145</td>
<td>ACCT-23020-603</td>
<td>INTRODUCTION TO FINANCIAL ACCOUNTING</td>
</tr>
</tbody>
</table>

An email notification will be sent to the student informing him or her of the denial:

![Email notification](image)

Dr. Jones denied your request for the late registration of

- **COURSE:** ACCT-23020-999
- **CRN:** 23526
- **TERM:** Spring 2016

Please contact the instructor or department with any questions.

You will receive a **nightly** digest of requests for which you have taken no action:

![Email notification](image)

Dear Dr. Jones,

You have pending late registration requests. These requests are time sensitive to ensure student success; action on your part is requested. Login to Flashline at [http://flashline.kent.edu](http://flashline.kent.edu) and click the Faculty and Advisor Tools tab to access your Late Registration page to approve or deny this request. The link to your Late Registration page is located in the Faculty Toolbox.

| COMM-40483-001 CRN: 19402 – Spring 2016 |
| COMM-21000-590 CRN: 19402 – Spring 2016 |
| COMM-21000-700 CRN: 19333 – Spring 2016 |

Four easy steps!

Remember, **RESPOND to the requests quickly so that students can finalize their schedules and get to class!**