

Requesting Permission into a Course that Requires Permission for Entry via Self Serve

If you add a course to your Cart that requires permission, a pop-up window will appear at the top of the screen

Section Search
Found 3 results for Course Code = 'BADM303':

Period	Session						
Showing 1 - 3 of 3							
	Principles of Marketing BADM303/Lecture/01	8/21/2017 - 12/8/2017	2017 Fall Main	3.00		TR: 6:30 PM - 7:45 PM; Huntingdon College, Wilson Center, Room 208	0 of 30
Instructors:	TBA, Staff						
	Principles of Marketing BADM303/Lecture/02	8/21/2017 - 12/8/2017	2017 Fall Main	3.00		TR: 8:00 PM - 9:15 PM; Huntingdon College, Wilson Center, Room 208	8 of 30 <input type="button" value="Add"/>
Instructors:	TBA, Staff						
	Principles of Marketing BADM303/Lecture/OL	6/28/2017 - 8/3/2017	2017 Summer Main Session II	3.00		TBA 12:00 AM - 12:00 AM; Huntingdon College, Distance Learning, Room	29 of 30 <input type="button" value="Add"/>
Instructors:	Gaines, Adrienne Strickland TBA, Staff						

1. If you would like to ask the instructor for permission to add the course, select the Request Permission button in the pop-up window.

Course Added Hide

Course **BADM303/Lecture/OL** was added to your shopping cart for period **2017/SUMMER/Main Session II**.

TR 8:00 PM - 9:15 PM;
Huntingdon College, Wilson
Center, Room 208

8 of 30

or from your cart:

Cart

2017/Summer

Session - Main Session II

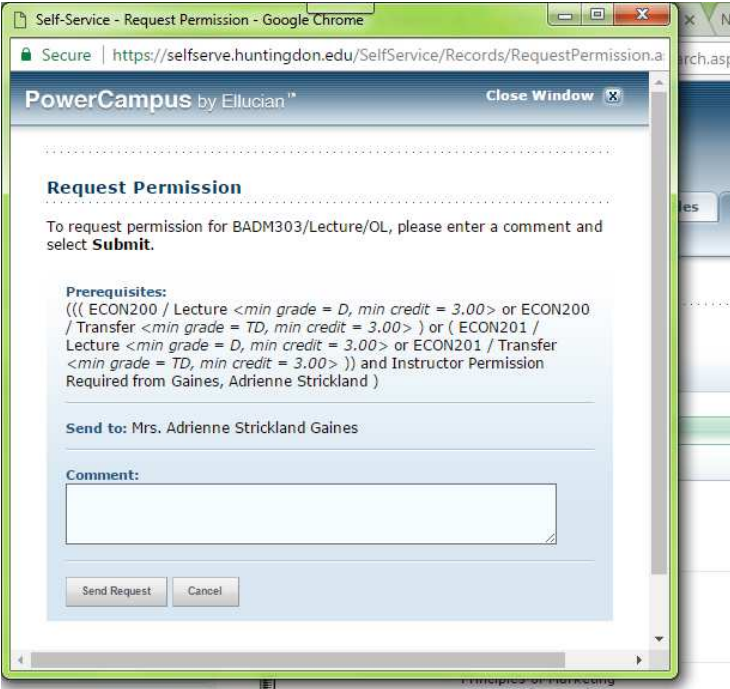
Course	Date	Credits	Credit Type	Schedule
Prin of Marketing BADM303/Lecture/OL	6/28/2017 - 8/3/2017	3.00	Credit	TBA 12:00 AM - 12:00 AM; Huntingdon College, Distance Learning, Room

Instructors: Gaines, Adrienne Strickland
TBA, Staff

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2. A larger window with a Comment section will appear.



The screenshot shows a web browser window titled "Self-Service - Request Permission - Google Chrome". The address bar shows the URL "https://selfserve.huntingdon.edu/SelfService/Records/RequestPermission.a". The page header is "PowerCampus by Ellucian" with a "Close Window" button. The main content area is titled "Request Permission" and contains the following text:

To request permission for BADM303/Lecture/OL, please enter a comment and select **Submit**.

Prerequisites:
(((ECON200 / Lecture <min grade = D, min credit = 3.00> or ECON200 / Transfer <min grade = TD, min credit = 3.00>) or (ECON201 / Lecture <min grade = D, min credit = 3.00> or ECON201 / Transfer <min grade = TD, min credit = 3.00>)) and Instructor Permission Required from Gaines, Adrienne Strickland)

Send to: Mrs. Adrienne Strickland Gaines

Comment:

Send Request Cancel

3. Type your request in the Comment section of the window. Be sure to include details as to why you feel you are prepared to take the course. Please note, **not all requests will be approved**, and you may be asked to meet with the instructor in person to discuss your qualifications. Once you are satisfied with your request comment, select the Send Request button at the bottom of the window.

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Self-Service - Request Permission - Google Chrome

Secure | <https://selfserve.huntingdon.edu/SelfService/Records/RequestPermission.a>

PowerCampus by Ellucian™ Close Window

Request Permission

To request permission for BADM303/Lecture/OL, please enter a comment and select **Submit**.

Prerequisites:
(((ECON200 / Lecture <min grade = D, min credit = 3.00> or ECON200 / Transfer <min grade = TD, min credit = 3.00>) or (ECON201 / Lecture <min grade = D, min credit = 3.00> or ECON201 / Transfer <min grade = TD, min credit = 3.00>)) and Instructor Permission Required from Gaines, Adrienne Strickland)

Send to: Mrs. Adrienne Strickland Gaines

Comment:
Please allow me to register for this online summer course so that I can follow my current plan of study to complete my degree next semester.

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4. Be patient, it may take a few seconds for this to process.

Self-Service - Request Permission - Google Chrome

Secure | <https://selfserve.huntingdon.edu/SelfService/Records/RequestPermission.a>

PowerCampus by Ellucian™ Close Window

Request Permission

The permission request was sent.

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5. The instructor will receive a notification containing your comments when your registration window opens and you submit your schedule. At that point, the instructor/approver will have the option to approve or deny your request. See next step for instructions following approval of permission as you must have authorization from your advisor and your registration window must be open before the course can be added to your schedule. Below is an example email of what you will receive following the instructor's permission decision.

Subject: Instructor Permission Status Updated

Date: 19 May 2017 13:10:39 -0500

From: againes@hawks.huntingdon.edu

To: test@hawks.huntingdon.edu

This is to inform you that the Instructor has changed your status to Approved for course:
Course ID: BADM303/LECT/OL
Instructor Comments:

If you have any questions or concerns, please contact your Instructor or the Registrar's Office.

Class permission approval does not register you for the class!

FINAL STEP

To register for an *approved* course:

- 1. Click on the Registration tab.**
- 2. Select Traditional Courses from the menu line located beneath the tab.**
- 3. Click Next at the bottom of your screen. You will need to click the Next button three times in order to register.**