Online Permission Request Quick Guide – For Approvers

- After receiving “A Permission Request is Ready for Your Review” email, from your Faculty Center, click on the home icon in the upper righthand corner to access the My Worklist – Summary View tile.

- Or click on the NavBar icon to access the link to My Worklist – Summary.
• The Worklist items that require your review will be listed.
• Each line represents a unique Permission Request (Add Before Census/Add After Census/Drop After Census) with a student’s name and ID indicated.
• Click on one of the links.

![Worklist Image]

- The student’s Permission Request will populate your page.
- Review the request. If needed, you may access the student’s PAWS report and unofficial transcript. Note: PeopleSoft access will determine whether you are able to access the PAWS and unofficial transcript.
- For Add and Drop After Census Permission Requests, you may access the student’s supporting documentation.
- Click Approve or Deny – a comment will be required if the request is denied.
- Click on My Worklist – Summary to access additional requests.
- Examples:

(Add Before Census)
(Add After Census)

Coyote ID [Space] Seq # 3
Name [Space] USRD
Career [Space] Term Spring 2020
Class Nbr 43159 YOGA
KIRIE 114F-92
ACT (43159)
TuTh 10:00AM - 11:30AM
Palm Desert Campus-R62 &
WCLn

Permission(s) to Request After Census
- [ ] Requisites
- [ ] Simultaneous enrollment
- [ ] Closed Class
- [ ] Unit Load
- [x] Instructor/Dept Consent

Justification Box
Test

Attachment(s)
<table>
<thead>
<tr>
<th>Seq No</th>
<th>Description</th>
<th>File Name</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td></td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>

DateTime User Comment
1 [ ]

Enrollment Request ID
[ ] Approve
[ ] Deny

(Drop After Census)

Coyote ID [Space] Seq No 1 [ ] Withdraw All
Name [Space]

Drop After Census - Course(s) Selected
ECTS 510-87
SEM (4103)
ONLINE

Justification
Due to my medical extenuating circumstance, I am unable to continue this course

Attach Supporting Documentation
<table>
<thead>
<tr>
<th>Description</th>
<th>Document Date</th>
<th>Attached File</th>
<th>View</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>04/20/2020</td>
<td></td>
<td>View</td>
</tr>
</tbody>
</table>

DateTime Comment
1 [ ]

Student Attendance Record Excellent
Approximate Grade in Course To Date B
Enrollment Request ID 0000000000
[ ] Approve
[ ] Deny
• If approved, the link will be removed from your Worklist and the next approver (e.g. Department Chair/College Approvers) will be notified to review the pending Permission Request.
• If denied, the Permission Request will stop at that step and the student will be notified about the denial.
• Once all applicable approvers have approved the request, the Office of the Registrar will be notified for final processing. A final email notification to the instructor will be forwarded as confirmation of final processing.