

Approving Or Rejecting Student Coursecourse Section Requests

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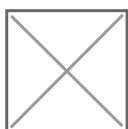
In educational institutions, managing student course requests is an essential task for ensuring that students are placed in appropriate courses and sections according to their needs and preferences. This guide provides a comprehensive overview of how to approve or reject student course or course section requests using CrownSIS.

Step 1: Accessing Student Course Requests

1. **Navigate to the Courses Section** : Log in to your SIS and locate the “Courses” tab in the main navigation menu.
2. **Select Student Course Requests** : Within the “Courses” section, find and click on “Student Course Requests.” This will open up a page where you can view all the requests submitted by students.

Step 2: Managing Course Section Requests

1. **Choose the First Tab for Course Section Requests** : If your aim is to approve or reject specific course section requests, make sure to select the first tab within the “Student Course Requests” section.



2. **Filter Requests** : Use the various parameters provided (such as course name, student name, or course section) to filter the requests and easily find the ones you wish to respond to.



3. **Select Requests to Respond To** : Choose the student requests you wish to address by clicking on the checkbox next to each request.
4. **Approve or Reject Requests** : Once you've selected the requests, you can either approve and schedule the requests or reject them. To do this, click on either the "Reject" button or the "Approve and Schedule" button as per your decision.

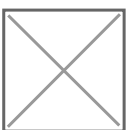


Step 3: Managing Course Requests

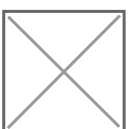
1. **Choose the Second Tab for Course Requests** : If you wish to give your opinion on the overall course requests rather than specific sections, select the second tab in the "Student Course Requests" section.
2. **View All Course Requests** : Here, you'll see a comprehensive list of all the courses for which students have submitted requests.
3. **Select a Course** : Choose the course you want to manage. This will display the available course sections within that course.



4. **Add a New Course Section (Optional)** : If the current course sections are full and you need to accommodate more students, you can add another course section to the course. This option helps manage overcrowding and ensures students can enroll in their preferred courses.



5. **Select Students** : Once you've chosen a course, select the students for whom you want to approve or reject the request.
6. **Approve or Reject Requests** : After selecting the students, click on either the "Reject" or "Approve and Schedule" button. Students approved for the course will be randomly assigned to an available section based on a first-come, first-served basis.



Conclusion

Effectively managing student course requests is crucial for maintaining a balanced and efficient academic schedule. By following these steps, you can easily approve or reject requests, ensuring that students are placed in appropriate courses and sections. This process not only helps in maintaining an organized schedule but also contributes to the overall satisfaction of students and faculty members.

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