

INSTRUCTOR PERMISSIONS

Instructors can now give permissions for their own courses in the faculty services teaching menu in my.newpaltz.edu.

An instructor generally gives permission to a student to take a course in the following circumstances:

- if the course is by permission of instructor only;
- if the published class limit is reached but the instructor feels that the additional enrollment will not negatively effect the teaching or learning environment;
- if the instructor agrees to waive the listed prerequisites for taking the course after careful consideration

An instructor should not feel pressured to provide permission to a student. Consultation with the department chair is always prudent when the instructor is unsure if permission is appropriate.

Secretaries, chairs and deans will also maintain their ability to give permissions for students directly through Banner form SFASRPO.

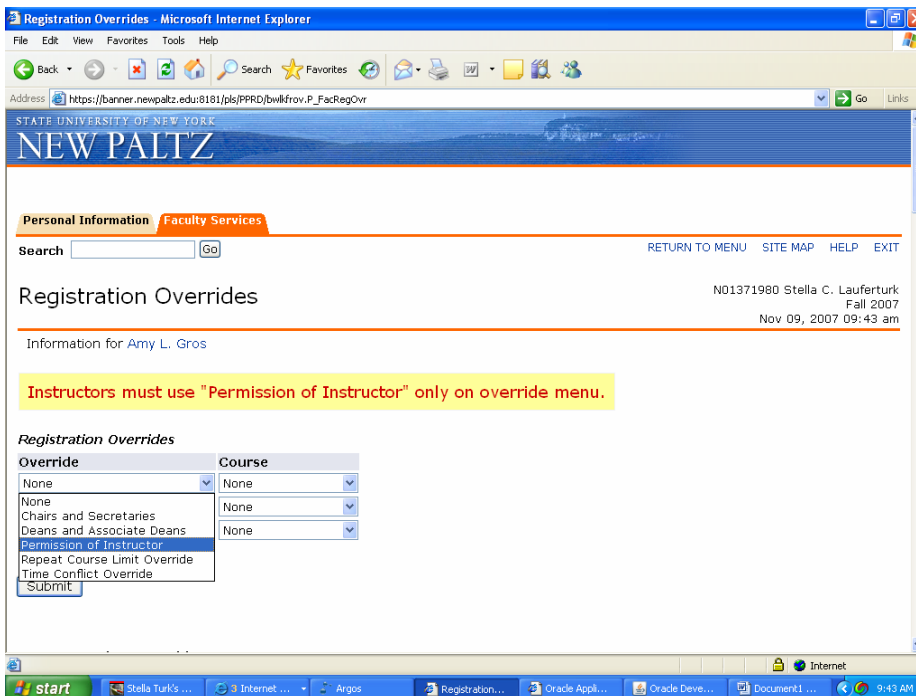
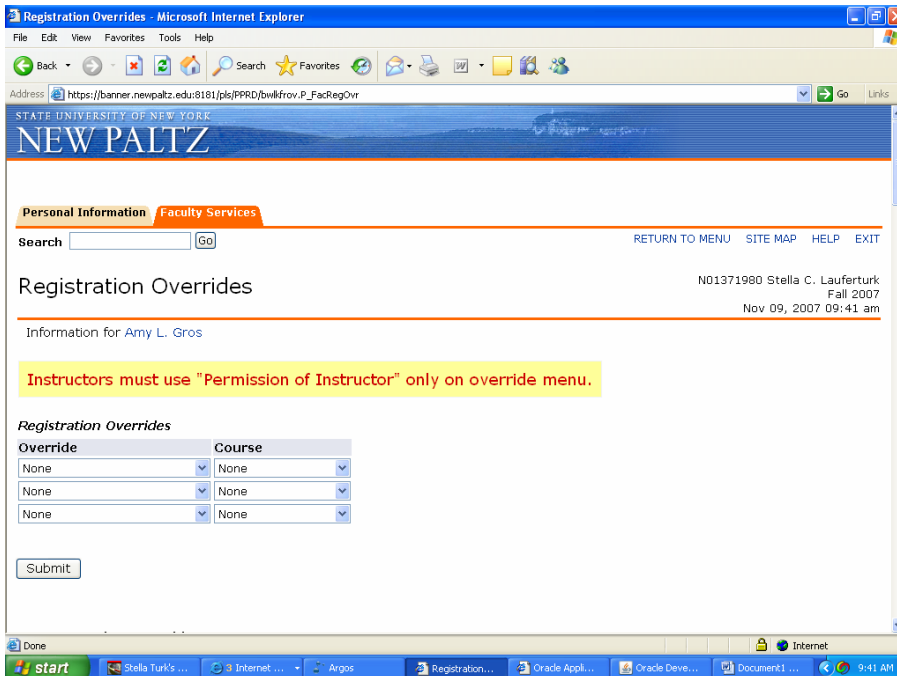
Once the permission is given, the student must register in person at Records and Registration (HAB 19). If the fire code limit has already been reached, the student will not be able to register for the class.

Here are the screen shots for the instructor permissions.



Use the registration override link

Instructors can only give permission for their own courses.



Instructor are not authorized to use any other option on the override menu.