

How to Approve a Permission of Instructor Request in Stellic

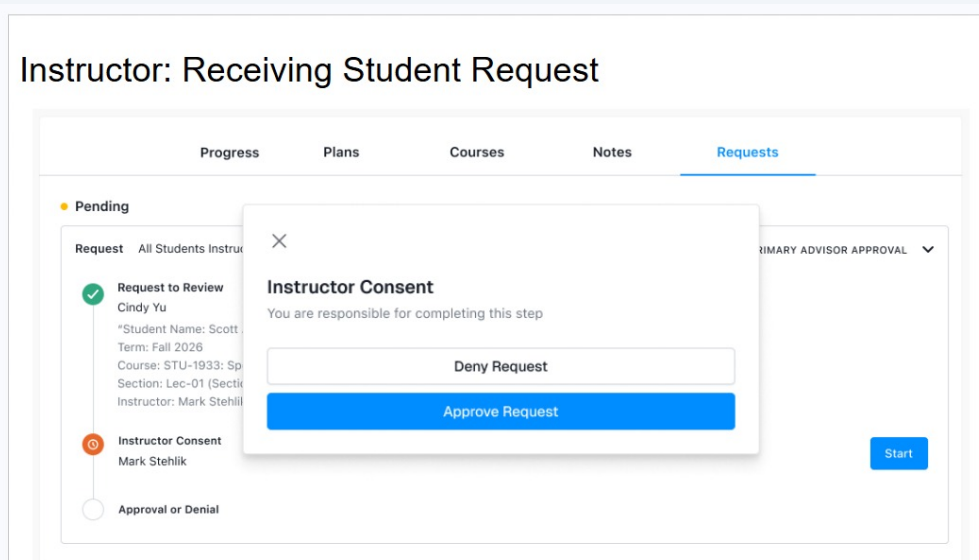
This document provides guidance for instructors on how to handle student requests for course permissions, including receiving and approving requests.



These instructions are a draft and will be updated once we have more information!

1

This is what it will look like when a student requests acceptance into a POI course.



Instructors will receive an in-app notification, as well as an email notification if those are enabled
Clicking the notification will navigate the instructor to the Requests tab for the student in question where they will see the pending request

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Once the request as been approved, the workflow will be tracked and the student will be add to the course.

Instructor: Approving Student Request

The screenshot displays a web interface with a top navigation bar containing 'Progress', 'Plans', 'Courses', 'Notes', and 'Requests'. The 'Requests' tab is selected and highlighted. Below the navigation bar, a section titled 'Completed' is visible. Within this section, there is a card for a request. The card has a header with 'Request', 'All Students', 'Instructor Consent', and links for 'Cancel Request' and 'View Course Details'. On the right side of the card, it says 'APPROVED' with a dropdown arrow. The main body of the card lists the following details: 'Request to Review' (with a green checkmark icon), 'Cindy Yu', '*Student Name: Scott Abbott', 'Term: Fall 2026', 'Course: STU-1933: Special Studies', 'Section: Lec-01 (Section Name, Class No. 3834735)', and 'Instructor: Mark Stehlik*'. Below this, there are two more items, each with a green checkmark icon: 'Instructor Consent' (Mark Stehlik) and 'Approval or Denial' (Added to Student Plan).

Upon successful approval, the workflow will be marked as completed.
The class will be automatically added to the students plan.