Step 1: Click on the Faculty & Advisors Category within FlashLine
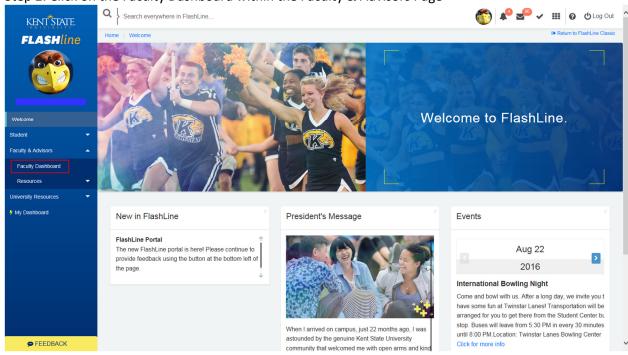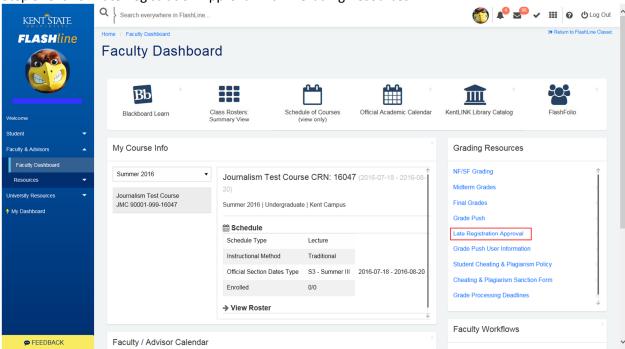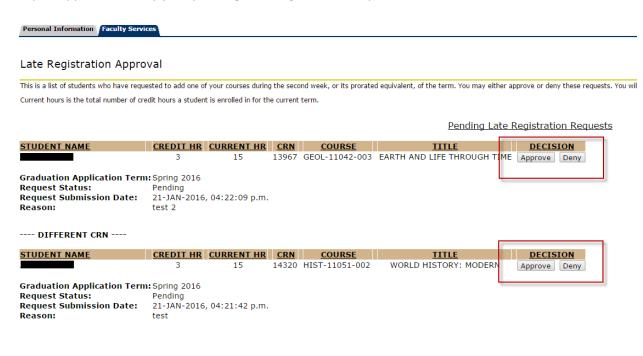

Step 2: Click on the Faculty Dashboard within the Faculty & Advisors Page

Step 3: Click on Late Registration Approval within Grading Resources

Step 4: Approve or Deny your pending Late Registration Requests

Step 5: Approve and Deny
- Approval
  - Late Registration Approval Confirmation

- Denial
  - Late Registration Denial: Comments must be entered for a denial.

Late Registration Approval

Students who have requested to add your course during the second week of the term, or its prorated equivalent, are listed below. You may either approve or deny these requests. These requests are time sensitive to ensure student success.

- You will only see pending requests of courses for which you are listed as the primary instructor.
- Current hours is the total number of credit hours a student is enrolled in for the term.

Pending Late Registration Requests

	STUDENT NAME	CREDIT HR	CURRENT HR	CRN	COURSE	TITLE
Term: Summer 2016		3	19	12195	AERN-45250-030	AVIATION LAW

Graduation Application Term: No Graduation Application Pending
Request Submission Date: 29-JUL-2016, 09:15:17 a.m.
Reason: comments must be entered.

Continue to Deny Late Registration Request

  - Late Registration Denial Confirmation

Late Registration Approval

DENIED -- Late Registration Request Confirmation

An email notification has been sent to _____ regarding the late registration denial for:

Summer 2016

CRN	COURSE	TITLE	Comments
12195	AERN-45250-030	AVIATION LAW	Comments are required.