

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

The screenshot shows the FlashLine portal interface. On the left sidebar, the 'Faculty & Advisors' menu item is highlighted with a red box. The main content area features a large banner with the text 'Welcome to FlashLine.' and a photo of students. Below the banner, there are three sections: 'New in FlashLine' with a 'FlashLine Portal' announcement, 'President's Message' with a photo of a group of people, and 'Events' with a calendar for August 22, 2016, listing 'International Bowling Night'.

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

The screenshot shows the FlashLine portal interface. On the left sidebar, the 'Faculty Dashboard' menu item is highlighted with a red box. The main content area features a large banner with the text 'Welcome to FlashLine.' and a photo of students. Below the banner, there are three sections: 'New in FlashLine' with a 'FlashLine Portal' announcement, 'President's Message' with a photo of a group of people, and 'Events' with a calendar for August 22, 2016, listing 'International Bowling Night'.

### Step 3: Click on Late Registration Approval within Grading Resources

The screenshot shows the Kent State Flashline Faculty Dashboard. The left sidebar contains navigation links: Welcome, Student, Faculty & Advisors, Faculty Dashboard (selected), Resources, University Resources, and My Dashboard. The main content area has a top navigation bar with icons for Blackboard Learn, Class Rosters, Schedule of Courses, Official Academic Calendar, KentLINK Library Catalog, and FlashFolio. Below this, the 'My Course Info' section displays details for the 'Journalism Test Course CRN: 16047' (Summer 2016). The 'Grading Resources' section on the right lists various links, with 'Late Registration Approval' highlighted by a red rectangular box.

### Step 4: Approve or Deny your pending Late Registration Requests

The screenshot displays the 'Late Registration Approval' page. At the top, there are tabs for 'Personal Information' and 'Faculty Services'. Below the tabs, a message explains that this is a list of students who have requested to add a course during the second week of the term. A table titled 'Pending Late Registration Requests' contains the following data:

STUDENT NAME	CREDIT HR	CURRENT HR	CRN	COURSE	TITLE	DECISION
[REDACTED]	3	15	13967	GEOL-11042-003	EARTH AND LIFE THROUGH TIME	Approve Deny
<b>Graduation Application Term:</b> Spring 2016 <b>Request Status:</b> Pending <b>Request Submission Date:</b> 21-JAN-2016, 04:22:09 p.m. <b>Reason:</b> test 2						
---- DIFFERENT CRN ----						
[REDACTED]	3	15	14320	HIST-11051-002	WORLD HISTORY: MODERN	Approve Deny
<b>Graduation Application Term:</b> Spring 2016 <b>Request Status:</b> Pending <b>Request Submission Date:</b> 21-JAN-2016, 04:21:42 p.m. <b>Reason:</b> test						

In both rows of the table, the 'DECISION' column contains 'Approve' and 'Deny' buttons, with the 'Approve' button highlighted by a red rectangular box in each row.

### Step 5: Approve and Deny

- Approval
  - Late Registration Approval Confirmation

Late Registration Approval

You have successfully approved for : AERN-45250-030.

- Denial

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

#### Late Registration Approval

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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.

<u>Pending Late Registration Requests</u>						
	<u>STUDENT NAME</u>	<u>CREDIT HR</u>	<u>CURRENT HR</u>	<u>CRN</u>	<u>COURSE</u>	<u>TITLE</u>
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:	<div>comments must be entered.</div>					
<div>Continue to Deny Late Registration Request</div>						

- Late Registration Denial Confirmation

#### Late Registration Approval

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#### 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.