Work Instruction – Class Permission Notify

This guide will cover:

- How to send an email to a student using the Notify button on Class Permissions.

Sample Email

Class Permission Added

LAMBINWF@UCMAIL.UC.EDU

To:

The requested permission has been added for ANTH 1001 CULTURAL ANTHROPOLOGY. You may now register for this class via Catalyst.

Process

Navigate to Class Permissions to process the transaction.

Records and Enrollment > Term Processing > Class Permissions > Class Permissions

Enter the necessary search criteria to bring up the intended course, and navigate to the correct section.

Process the class permission.

After the transaction has been successfully completed, click on the Notify button.

A new window will open with a predefined template provided.
Step One

- Click on the [Lookup Recipient] link.
- Enter the name of the student who submitted the request and hit search.
- In the Search Results, click in the To box to select the correct student - matching on UCID and selecting only if a valid Email Address exists.
- Click on the Add to Recipient List button.
- Click OK.

Step Two

- Click on the [Delivery Options] link.
- Unclick the Worklist box.
- Click OK.

Step Three

- Determine if you wish to send any CC: or BCC: emails (performing a Lookup Recipient if so).
- Determine if you wish to enter a custom message in the Message box.
- Click OK when you wish to send the notification.
A WORD OF CAUTION!!!

Notifications sent using this method will not be viewable through Administrative Notifications (like withdrawal emails) or 3Cs (like academic standing emails). If it’s important to you to have documentation of the notification sent, send yourself a BCC.

A FERPA REMINDER!!

If more than one student is being selected to receive the same notification, identify yourself as the recipient and direct the student information to the bcc box.