Instructions for Faculty

For classes that require registration to be by “permission of instructor” only (it will say this next to the course in the college catalog), this PowerPoint explains how you give permission for students to enroll in your course.
The first step is that the student will email/meet with you asking you if they can get into your course. If you agree to allow them in, ask them for their student ID and then continue to follow the instructions in this PowerPoint.
As a faculty, login to MajorPortal and click Faculty. Click the class you want to allow a student to get into, and then click the “Permissions” tab.
Now click “Student Petition/Faculty Consent”
Next to “Faculty Consent”, click “add new.”
Once you do that, this popup box will show. On the popup box, put in the student ID and click search. Where it says status, select “approved.” Choose the reason you are allowing them in the course, and add additional comments if you would like to. Finally, click save.
You’re done! The student will now be able to enroll in the course as long as their advisor has approved.
If you have any questions, contact the Office of Records at Millsaps College via phone at 601-974-1120 or via email at records@millsaps.edu.