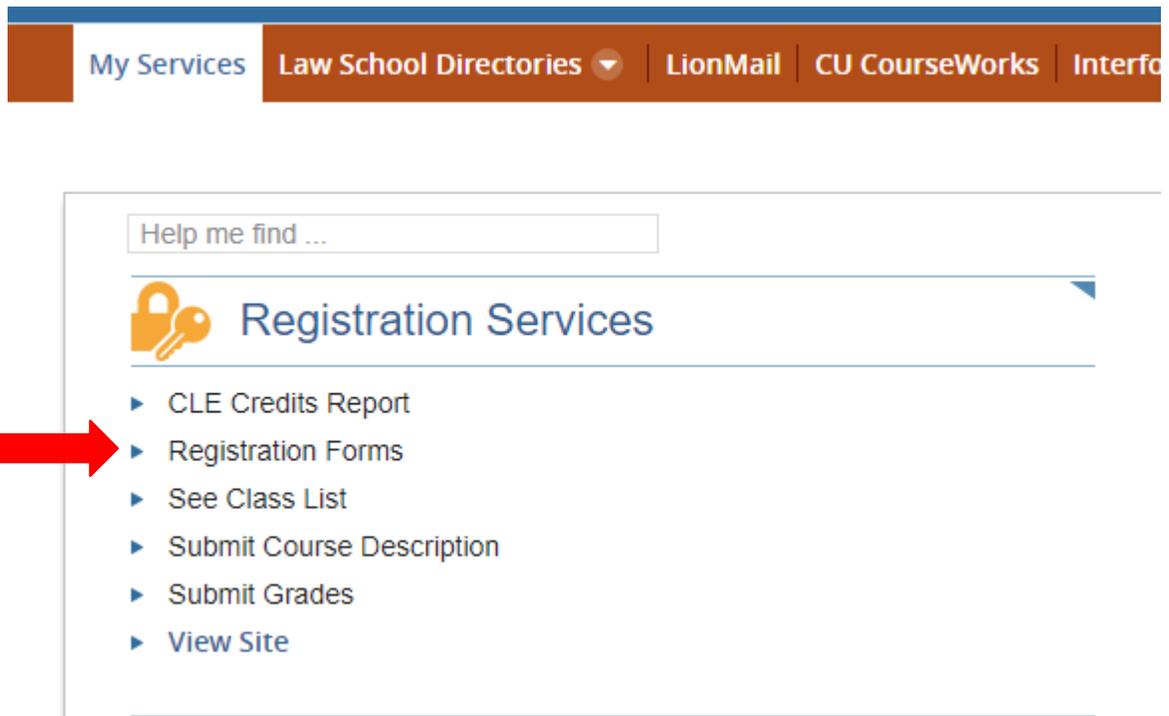
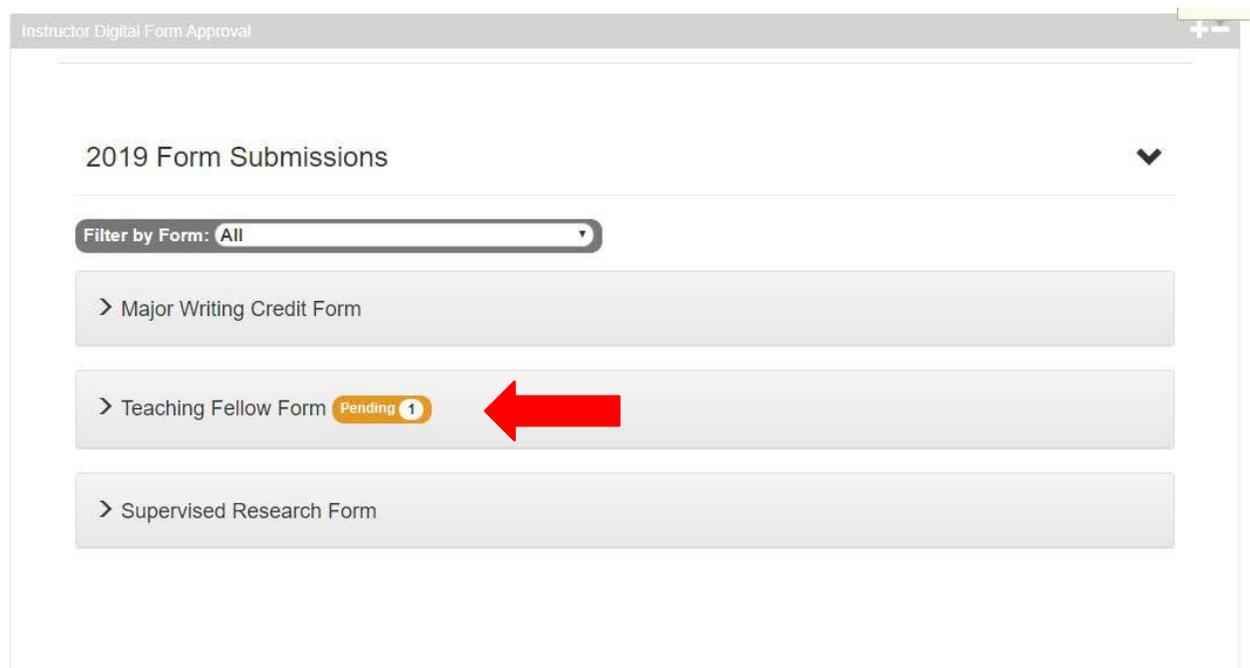


1. Select 'Registration Forms' under 'Registration Services'



2. You will then see all of the forms that have been submitted to you and which ones are pending your decision:



3. Click on the arrow to expand the list of forms and see any pending requests:

Instructor Digital Form Approval

2019 Form Submissions

Filter by Form: All

Major Writing Credit Form Pending 1

Student	Submission Details	Submission Date	Approval Status
Test, Student	Fall 2019	11/11/19 08:25 PM	Instructor The Office of Registration Services

Teaching Fellow Form Pending 1

Student	Submission Details	Submission Date	Approval Status
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4. To review, approve, or deny the request, click on the gear box to the right of the form and select View, Approve, or Decline:

2019 Form Submissions

Filter by Form: All

Major Writing Credit Form Pending 1

Student	Submission Details	Submission Date	Approval Status
Test, Student	Fall 2019	11/11/19 08:25 PM	Instructor The Office of Registration Services

View
Approve
Decline

5. If you select 'View' you will see this screen so that you can review the number of proposed points and grading type, where relevant:

The screenshot shows a modal window titled "Supervised Research Paper Form" with a close button in the top right corner. On the left, there is a placeholder for a profile picture with the text "No picture on file". To the right of the placeholder, the student's name "Test, Student" is displayed, followed by their ID "JD 5/2022" and email "jd_test@law.columbia.edu". Below this, the section "Additional Form Submission Details" contains the following information: "Student Requested Points: 2.0", "Grading Type: CR/F", and "Yes". The "Approval Status" section shows "Instructor Pending" and "The Office of Registration Services Pending". A red arrow points to the "Student Requested Points" and "Grading Type" fields. A "Close" button is located in the bottom right corner of the modal.

6. If you select 'Approve' you will see this screen:

The screenshot shows a modal window titled "Major Writing Credit Form" with a close button in the top right corner. It features the same student information as the previous form: "Test, Student", "JD 5/2022", and "jd_test@law.columbia.edu". The "Approval Status" section shows "Instructor Pending" and "The Office of Registration Services Pending". At the bottom of the modal, a confirmation prompt asks: "Are you sure you want to APPROVE this student submission?". A red arrow points to the word "APPROVE" in the prompt. Below the prompt are two buttons: a green "Yes" button and a grey "No" button. A second red arrow points to the "Yes" button.

7. If you click on 'Yes', you will see the following screen:

2019 Form Submissions ▼

Filter by Form: All ▼

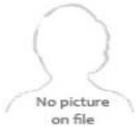
▼ Major Writing Credit Form

Student	Submission Details	Submission Date	Approval Status
Test, Student	Fall 2019	11/11/19 08:25 PM	Instructor Approved The Office of Registration Services Pending

⚙️

8. If you select 'Decline' you will be asked to provide to the student the reason for declining the request:

Teaching Fellow Form ×



Test, Student

JD 5/2022

jd_test@law.columbia.edu

Form Submission Course Information

Civil Procedure
LAW -L6101 -001, Fall 2019
Course Points: 4.0
Location/Schedule: WJWH 417, TWR : 1:20 PM - 2:40 PM

Additional Form Submission Details

Student Requested Points: 4.0
Grading Type: CR/F

Approval Status

Instructor Pending
The Office of Registration Services Pending

Are you sure you want to DECLINE this student submission?

Please provide the student your reason for declining this request:

Yes No

9. All students are expected to discuss with you their requests prior to submitting these forms. You should not receive any registration requests of which you are previously unaware. Hopefully, therefore, you will only need to deny requests that do not reflect your verbal agreement. For example:

The screenshot displays a 'Teaching Fellow Form' window. At the top, the title 'Teaching Fellow Form' is visible with a close button (X). Below the title, there is a profile section for 'Test, Student' with a placeholder for a picture (No picture on file), the ID 'JD 5/2022', and the email 'jd_test@law.columbia.edu'. The form is divided into sections: 'Form Submission Course Information' (Civil Procedure, LAW -L6101 -002, Fall 2019, Course Points: 4.0, Location/Schedule: JGH 104, MW : 10:10 AM - 12:00 PM), 'Additional Form Submission Details' (Student Requested Points: 4.0, Grading Type: CR/F), and 'Approval Status'. Under 'Approval Status', the 'Instructor' status is 'Declined' (highlighted with a red arrow), with a decline reason: 'We agreed that you will earn only two points.' The 'The Office of Registration Services' status is 'Concluded'. A 'Close' button is located at the bottom right of the form window.

10. Once you have completed a form and approved your student's request, Registration Services will finalize the registration.
11. You can return to your 'Registration Forms' page to review any additional pending forms.