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:

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:
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:

![Supervised Research Paper Form]

6. If you select ‘Approve’ you will see this screen:

![Major Writing Credit Form]
7. If you click on ‘Yes’, you will see the following screen:

![Image of 2019 Form Submissions]

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

![Image of Teaching Fellow Form with decline option]

Please provide the student your reason for declining this request.
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:

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.