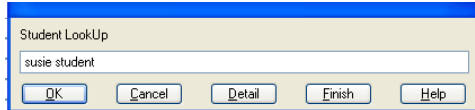


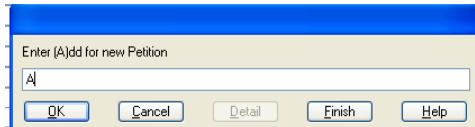
Entering a Student Petition

Certain classes require students to have an active student petition before they may register. The petition acts as “permission” from a faculty member to take a specific course or course section. To enter a petition for a student:

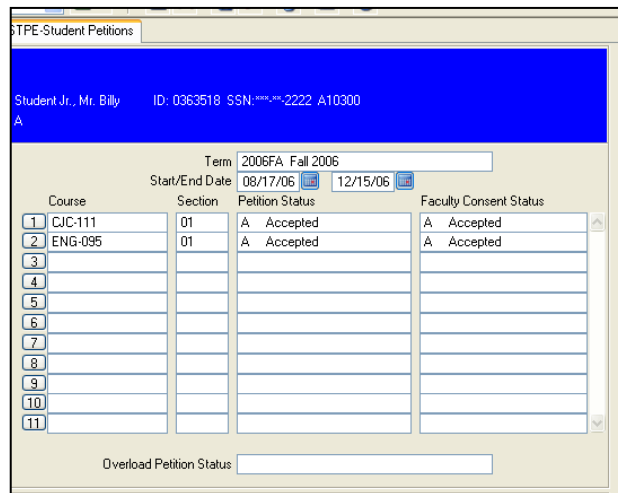
Step 1: Go to the STPE screen in Colleague. At the student look-up prompt, enter the student ID, social security number, or name, then click on OK. (Note that if you enter name, you will receive a resolution screen from which you must choose the correct entry).



Step 2: You will receive a prompt asking you to add a Petition. Enter “A” and click OK.



Step 3: On the next screen, in the appropriate fields enter Term, Course, and Section designation. Enter “A” under Petition Status and Faculty Consent Status. Update and save out of the record.



	Course	Section	Petition Status	Faculty Consent Status
1	CJC-111	01	A Accepted	A Accepted
2	ENG-095	01	A Accepted	A Accepted
3				
4				
5				
6				
7				
8				
9				
10				
11				