

GUIDE FOR STUDENTS MAKING SEAT EXCEPTION REQUESTS IN EMPOWER

November 28, 2018

Beginning Winter Term 2019 registration process, Seat Exception (SE) requests will be undertaken online, via the Registration Portals in EMPOWER.

Students who need to request a Seat Exception for a course must make the request via the EMPOWER web module. Once your request is entered, the course instructor will receive an email notice of your request, review, and approve/disapprove. The student will receive email notice of the decision taken.

Seat Exception requests must be made during the first three working days of the official Add/Drop period.

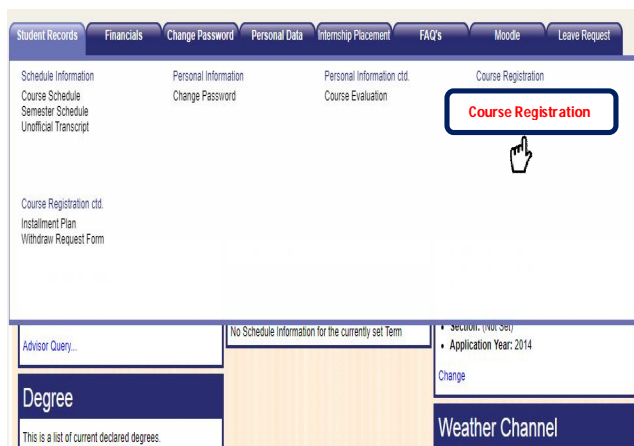
Detailed instructions are provided below:

[Seat Exception Process on EMPOWER Web-module](#)

1. Login at <https://empower.fccollege.edu.pk/fusebox.cfm>



2. Click **Student Records Tab** and from the Menu go to **Course Registration**



3. Click on the desired term to register under **Schedule**

The screenshot shows the 'Course Registration' page with a navigation bar at the top containing 'Student Records', 'Financials', 'Change Password', 'Personal Data', 'Internship Placement', 'FAQ's', 'Moodle', and 'Leave Request'. The main heading is 'Course Registration'. Below it, there is a 'Schedule' section with two rows of data. The first row is for '2019 Spring' and the second is for '2019 Winter'. Each row has columns for 'Opens', 'Closes', 'Credit', 'Enroll', 'Waitlist', and '1st Priority'. Hand icons point to the '2019 Spring' and '2019 Winter' labels. Below the schedule, there is a small text block: 'Within each registration window, certain limits may restrict the number of courses for which you will be allowed to register; the number of classes for which you can waitlist if registration is disallowed for reasons such as being full to capacity, permission required, etc.). Registration issues preclude your registration in one or more classes, the 1st Priority limit defines how many times you can indicate a class is your desired 1st priority. If the limit is 1, you can only designate one class as your 1st priority. If the limit is 2, you can designate two classes as your 1st priority, etc.'

4. Click on **Add Courses** from the **Course Registration** Screen

The screenshot shows the 'Course Registration' page with the same navigation bar. The main heading is 'Course Registration'. Below it, there is a '2019 Spring' section. A hand icon points to the 'Add Courses' button. To the right, there is a table with columns 'Credit Hrs', 'Undergrad', and 'Graduate', and rows 'Earned', 'Required', 'Registered', and 'Pending'. Below the 'Add Courses' button, there is a section titled 'Classes Successfully Registered for Listed Below' with a 'View Schedule' link. Below this, there is a table with columns 'Dept', 'Course', 'Section', 'Type', 'Description', 'Credits', 'Days', 'Time', and 'Instructor'. Below the table, there is a summary row: 'No Enrollments' and 'Credits: 0'. Below this, there is a section titled 'Pending Registration -- see reasons below' with a similar table structure. Below the table, there is a summary row: 'No Pending Registration -- Click Add Courses button to add courses from Course Catalog' and 'Credits: 0'.

5. Filter from the given parameters and click on **Search** as per course registration

The screenshot shows the 'Course Registration' page with the same navigation bar. The main heading is 'Course Registration'. Below it, there is a search form with the following fields: 'Location' (dropdown menu), 'Department' (dropdown menu), 'Session' (dropdown menu), 'Course' (text input), 'Instructor' (dropdown menu), 'Days' (checkboxes for Mon, Tue, Wed, Thu, Fri, Sat, Sun), 'Starts After (24HH:MM)' (text input), and 'Ends Before (24HH:MM)' (text input). A hand icon points to the 'Search' button.

6. Mark check on the required course **Check Box** and click on **Register**

The screenshot shows the 'Course Registration' page with a navigation bar at the top containing: Student Records, Financials, Change Password, Personal Data, Internship Placement, FAQ's, Moodle, and Leave Request. Below the navigation bar is the title 'Course Registration' and a 'Register' button. A table lists various course sections with columns for Enroll, Type, Dept, Crse, Sect, Description, Cr, Loca, Bldg, Room, Start, Days, Time, Instructor, and Avail. A mouse cursor points to the 'Set' checkbox for the first row (MATH 100 A Quantitative Skills). Another mouse cursor points to the 'Register' button at the bottom of the table.

7. Click on **See Details** for Pending Registration reason(s)

The screenshot shows the 'Course Registration' page with the same navigation bar. The main content area displays the title 'Course Registration' and a summary: 'You have 0 Successful Registration and 1 Pending Registration. Click See Detail button to see the result.' Below this text is a 'See Detail' button with a mouse cursor pointing to it.

8. Check the Reason under Pending Registration if the Course is full to capacity – Student may **Request Seat Exception** here by clicking on it

The screenshot shows the 'Course Registration' page with the same navigation bar. It features a table for '2019 Spring' with columns for Credit Hrs, Undergrad, and Graduate, and rows for Earned, Required, Registered, and Pending. Below this is a section titled 'Classes Successfully Registered for Listed Below' with a 'View Schedule' button. A 'No Enrollments' section shows 'Credits: 0'. The 'Pending Registration -- see reasons below' section includes a 'Reprocess Pending' button, a table with columns for Delete, Request Seat Exception, Dept, Course, Section, Type, Description, Credits, Days, Time, and Instructor. A mouse cursor points to the 'Request Seat Exception' button. The table shows one pending registration for 'MATH 100 A CR Quantitative Skills' with a reason of 'Course full to capacity'. Below the table is a 'Waitlist Priority' dropdown menu and a 'Submit Preferred Order' button.

9. Student must type reason/comments into the provided box to request the seat exception and click on **Submit**

Student Records Financials Change Password Personal Data Internship Placement FAQ's Moodle Leave Request

Course Registration

Student: 17-10563: HAIDER JAVED
 Term: 2018 Fall
 Department: MATH - Mathematics
 Course: 100 - Quantitative Skills
 Section: A
 Instructor: S Khokar
 Capacity: 0
 Wait List Current Total: 0
 Wait List Maximum: 0

Seat Exceptions Current Total: 0
 Seat Exceptions Maximum: 5

New Seat Exception Request
 Reason / Comment (2000 characters max.)

2000 characters left

Submit

After submitting the Seat Exception Request, the student will be brought to the **Course Registration** Screen and will receive a confirmation email about the decision as per instructor approval/denial. If the Seat Exception is approved, the course will automatically be registered as follows.

Student Records Financials Change Password Personal Data Internship Placement FAQ's Moodle Leave Request

Course Registration

Credit Hrs	Undergrad	Graduate
Earned		
Required	0	0
Registered	3	
Pending		

2019 Spring

Classes Successfully Registered for Listed Below

[Add Courses](#) [View Schedule](#)

Drop	Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
	MATH	100	A	CR	Quantitative Skills	3	R	03:00 PM/03:45 PM	S Khokar

Credits: 3

Pending Registration -- see reasons below

Dept	Course	Section	Type	Description	Credits	Days	Time	Instructor
No Pending Registration -- Click Add Courses button to add courses from Course Catalog								

Credits: 0

If the Seat Exception is denied, the course will not be registered and student will receive an email from the instructor with denial comments.