

**GUIDE FOR INSTRUCTORS
SEAT EXCEPTION APPROVAL/DENIAL PROCESS IN EMPOWER**

November 28, 2018

Beginning Winter Term 2019 registration process, Seat Exception (SE) requests will be submitted by students via EMPOWER.

Students will request a Seat Exception for a course via the EMPOWER web module. Once their request is entered, the course instructor will receive an email notice of the request. You will then be able to review and approve/disapprove on the spot, and hit “Submit.” If approved, the registration will be completed in real time. The student will receive email notice of the decision.

By default, five (5) seats are set as the number of seat exceptions that will be automatically processed in any course, once the instructor approves a student’s request. However, instructors may allow more seat exceptions in their class. To increase your number, you must contact your Department Chair, who will then notify Academic Services Office (ASO) to request that the seat exception number be raised, and to what number.

Seat Exception requests will be made by students only during the first three working days of the official Add/Drop period. All instructors are requested to respond quickly to any Seat Exceptions requested submitted by students.

Detailed instructions are provided below:

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

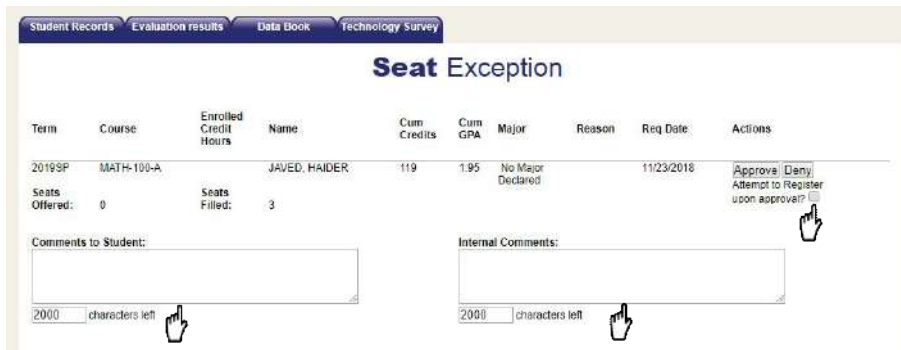


The image shows a screenshot of the Forman Christian College Student Information System login page. At the top, there is a header with the college's logo and name: "FORMAN CHRISTIAN COLLEGE (A CHARTERED UNIVERSITY)". Below the header, there are two buttons: "Forgotten Password" and "Course Catalog". The main content area features a large heading "Welcome to Forman Christian College" and the text "Student Information System". There is a login form with two input fields: "Enter Username" (with "username" as a placeholder) and "Enter Password" (with "password" as a placeholder). A blue "Submit" button is located below the form. On the right side of the page, there are three images: a large circular building with a fountain, a group of students sitting at desks in a classroom, and a group of students working at computers.

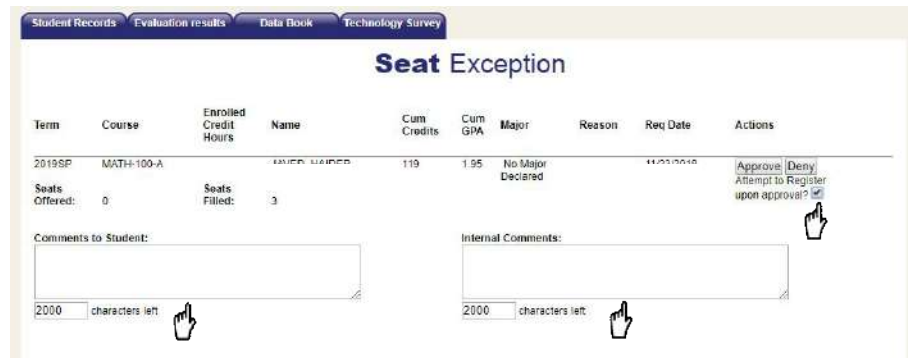
- Click **Seat Exception Request** tab and from the drop down menu click **Seat Exception Processing**



- Instructor may enter **Comments to student** that he/she will receive in a seat exception decision confirmation email and **Internal Comments** for his/her record



Instructor must mark **Check Box** under **Approve/Deny**. In case of approval, this, “Attempt to Register upon approval?” will automatically register student into the requested course. However, if the instructor denies the exception it will still notify to student.



4. If the Seat Exception is approved, the course will automatically be registered and below message will be displayed.



5. If the Seat Exception is denied, the course will not be registered and below message will be displayed to instructor.

