Using Academic Planning to Waive Requisites or Give Permissions

Log into Academic Planning/Self Service to begin. Select “Faculty” to get to the list of your courses.

Select the applicable course under the correct semester by clicking on the title of the course. Once you are in the course, click on the “Permissions” tab:

Choose the applicable category.

**Requisite Waivers** are for Courses that have prerequisites, when you want to allow a student to be able to register on-line, without a course change form. The Waiver will only waive the requisite listed. If the course is closed when the student gets to register, the waiver will NOT allow the student to over enroll the course.

**Faculty Consent** is used when you have indicated the course is Permission required, and would like to give permission online, instead of signing a paper course change form or sending a list to our office. The Consent will not allow the student to register if they do not pass any of the other restrictions or if the course if closed.

If you are waving a prerequisite, click on the “Requisite Waiver” box. If you are giving consent, click on the “Faculty Consent” box.
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Enter the student’s name or ID in the box to the far right (ID works best).

Select the correct student’s name, click on the “Approve” button, and then enter a comment. You must enter something in the comment box for the form to process. Click “Save” when finished.

When you save, you will see the list of all of the Waivers you have approved. You can return to this screen to review approved waiver.
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To add a Consent, enter and search for a student by ID, but select “Approved” from the Status box, and enter comments. Comments are required, but the message doesn’t matter other than for your notes.

Once completed, students will see Waivers and Consents approved or denied in their Student Planning “Permissions” page.