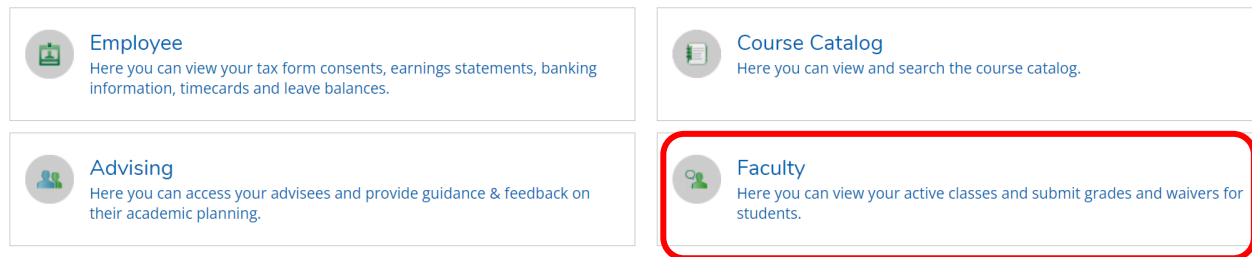


## Using Academic Planning to Waive Requisites or Give Permissions

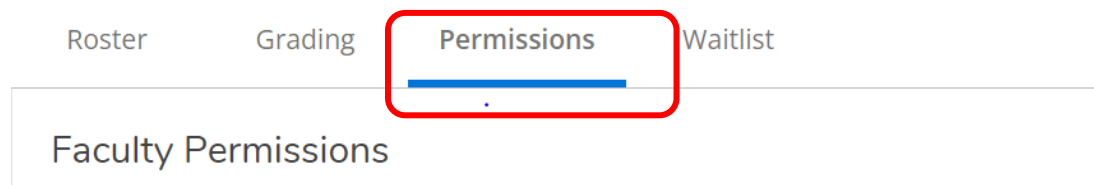
Log into Academic Planning/Self Service to begin. Select “Faculty” to get to the list of your courses.



The screenshot shows a dashboard with four menu items, each with an icon and a description:

- Employee**: Here you can view your tax form consents, earnings statements, banking information, timecards and leave balances.
- Course Catalog**: Here you can view and search the course catalog.
- Advising**: Here you can access your advisees and provide guidance & feedback on their academic planning.
- Faculty**: Here you can view your active classes and submit grades and waivers for students. (This item is highlighted with a red border in the original image.)

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:



The screenshot shows a navigation bar with four tabs: Roster, Grading, Permissions, and Waitlist. The Permissions tab is highlighted with a red border and a blue underline.

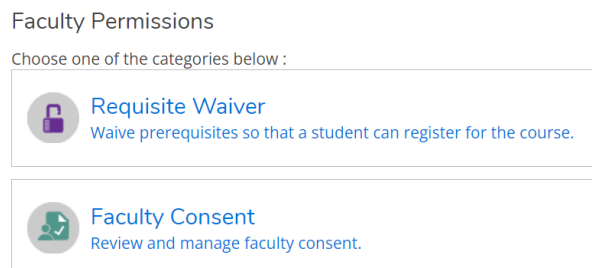
Below the tabs, the text "Faculty Permissions" is visible.

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 is closed.

If you are waving a prerequisite, click on the “Requisite Waiver” box. If you are giving consent, click on the “Faculty Consent” box.



The screenshot shows the "Faculty Permissions" page with the following content:

Faculty Permissions

Choose one of the categories below :

- Requisite Waiver**: Waive prerequisites so that a student can register for the course.
- Faculty Consent**: Review and manage faculty consent.

## Using Academic Planning to Waive Requisites or Give Permissions

Enter the student's name or ID in the box to the far right (ID works best).

Requisite Waivers

Student Waiver Information



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.

### Add Student Waiver

ECON-390-01: LABOR ECONOMICS Fall Semester 2018

To waive or deny waiving all required prerequisites for a student, first select student.

Student: Student, Test  
Student 1082364

Comments:

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.

Student Waiver Information				
Student Waivers				
Student Name	Student ID	Authorized By	Updated On	Explanation
Student, Test	1082364	Jones, D	3/27/2018 3:38:43 PM	Add any Note - But something is required.

## Using Academic Planning to Waive Requisites or Give Permissions

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.

### Add Faculty Consent

PHIL-550-03: SENIOR SEMINAR Fall Semester 2018

To approve or deny a faculty consent for a student, first select student.

**Student** **Student, Test**  
Student 1082364

---

**Status** Approved

---

**Additional Comments** Add any note, but something is required

When you save, you will see the list of all of the Consents you have approved. You can return to this screen to review approved consents.

Faculty Consent Status					
Student	ID	Status	Updated By	Updated On	Explanation
Student, Test	1082364	Approved	Doran, K	3/27/2018 3:43:50 PM	Add any note, but something is required

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