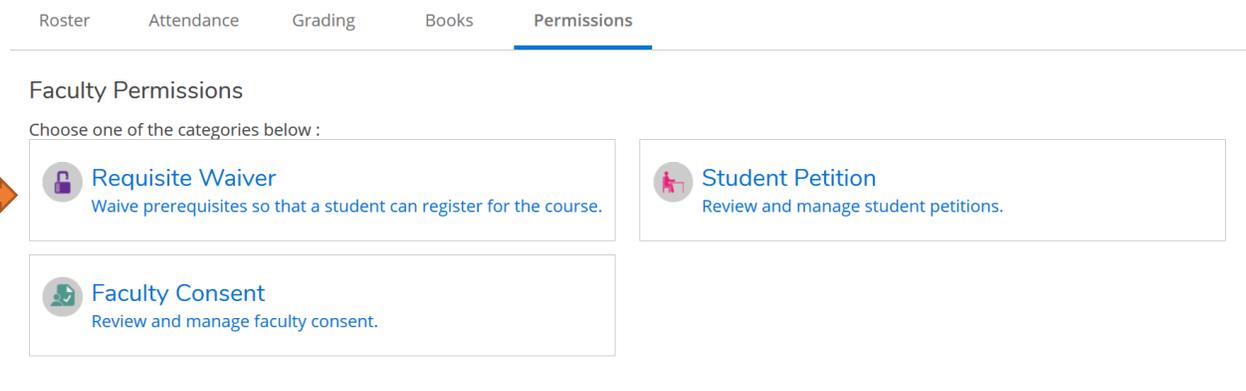# How to Use Permissions in Academic Planning

Academic Planning provides a way for faculty to Waive Requisites and give Permission for Permission Only Courses on line. This can eliminate the need for a signed add form and prevent over enrollment. A Waiver allows a student to register on-line when they don't have the necessary requisite. Students will only be allowed to register if the course has seats available, and they meet any other criteria such as class level and registration rules. Waivers will not work for class level overrides. Below are screen shots and instructions for how to use the tool.

Requisite Waivers

Sign into WebAdvisor or use My Hamilton WebAdvisor Channel, and select the Academic Planning link. When Academic Planning opens, click on Faculty in the menu or click on the briefcase icon in the left column and select faculty and then faculty overview.

Select the course you want to work with, and then select the Permissions tab when the course details appear.

If you would like to Waive a Requisite, select Requisite Waiver

Enter a student name in the search box (use Last, First or First Last format), and then select the students from the list of possible names displayed.

‹ Back To Faculty Permissions
Requisite Waivers

Student Waiver Information   🔍 *Student Name or ID*

No existing student waivers

Prerequisite Information

Course	Enforcement	Timing
Prerequisite: Math 113	Required	Previous

When the Waiver box appears, be sure Approve is checked, and enter a comment. (Comments are required, and the student WILL see the comment. But, the comment content does not matter for the process)

Click on Save

Add Student Waiver

MATH-116-02: CALCULUS II	**Fall Semester 2018**

Student   **Student, Test**
Student 1082364

🔘 Approve ⚪ Deny

Comments   *Comments*

Cancel	**Save**

A successful waiver will display on your screen. You can review the waivers you have approved or denied any time by returning to the Permissions tab.

Requisite Waivers

Student Waiver Information

Student Name	Student ID	Authorized By	Updated On	Explanation
Student, Test	1082364	Gibbons, C	10/22/2018 10:20:14 AM	has Placement

The student will be able to see approved Waivers from the Permissions tab on their screens.

Requisite Waiver(s)

Course	Section	Term/Period	Status	Requisites
AFRST-319W	01	Spring Semester 2018	Waived	Prerequisite: 1 course in Phil and Afrst
BIO-357	01	Fall Semester 2018	Waived	Prerequisite: Bio 101 and 102 or 115
ECON-390	01	Fall Semester 2018	Waived	Prerequisite: Econ 101 or 166
MATH-116	02	Fall Semester 2018	Waived	Prerequisite: Math 113

Faculty Consent

When you have set your course up to require your permission, you can now grant permissions on line, instead of signing add forms or sending your list to the Registrar. Students can register with an approved Consent as long as they meet all other registration restrictions on the course.

Sign into WebAdvisor or use My Hamilton WebAdvisor Channel, and select the Academic Planning link. When Academic Planning opens, click on Faculty in the menu or click on the briefcase icon in the left column and select faculty and then faculty overview.

Select the course you want to work with, and then select the Permissions tab when the course details appear.

If you would like to provide permission to register, Faculty Consent.

| Roster | Attendance | Grading | Books | **Permissions** |

Faculty Permissions

Choose one of the categories below :

🔒 **Requisite Waiver**
Waive prerequisites so that a student can register for the course.

🧍 **Student Petition**
Review and manage student petitions.

📝 **Faculty Consent**
Review and manage faculty consent. ⬅

Enter a student name in the search box (Last, First or First Last format), and then select the students from the list of possible names displayed.

| Roster | Attendance | Grading | Books | **Permissions** |

‹ **Back To Faculty Permissions**
Faculty Consent

Faculty Consent Status   student,test 🔍

No existing faculty consents

When the Faculty Consent box appears, Select a Status, and enter a comment. (Comments are required, and the student WILL see the comment. But, the comment content does not matter for the process)

Click on Save

Add Faculty Consent

MATH-224W-01: LINEAR ALGEBRA	Fall Semester 2018

Student

Student, Test
Student 1082364

Status

Select a status...

Additional Comments

Additional Comments

Cancel   Save

A successful waiver will display on your screen. You can review the waivers you have approved or denied any time by returning to the Permissions tab.

Roster   Attendance   Grading   Books   **Permissions**

‹ Back To Faculty Permissions
Faculty Consent

Faculty Consent Status   Student Name or ID 🔍

Student	ID	Status	Updated By	Updated On	Explanation
Student, Test	1082364	Approved	Gibbons, C	10/22/2018 10:29:28 AM	permission to regist … more

Updated November 8, 2018