

How to Use Permissions in Academic Planning

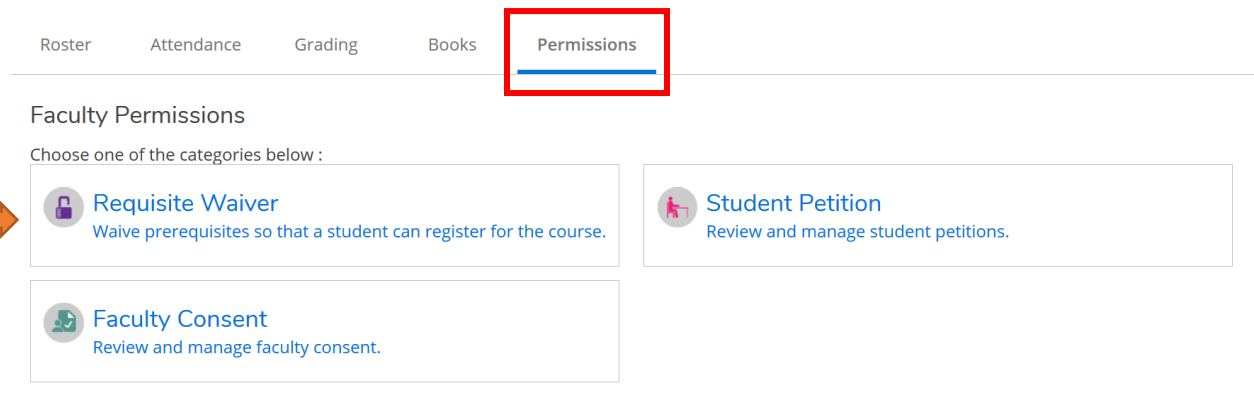
Academic Planning provides a way for faculty to Waive Requisites and give Permission for Permission Only Courses on line. This can eliminate the need for a signed Add form and prevent over enrollment. A Waiver allows a student to register online when they don't have the necessary requisite. Students 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 Academic Planning/Self-Service and click on the "Faculty" tile.

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"



The screenshot shows a navigation menu at the top with tabs for Roster, Attendance, Grading, Books, and Permissions. The 'Permissions' tab is highlighted with a red box. Below the menu, the 'Faculty Permissions' section is visible, with the instruction 'Choose one of the categories below :'. Three options are listed: 'Requisite Waiver' (with a lock icon), 'Student Petition' (with a person icon), and 'Faculty Consent' (with a person icon). An orange arrow points to the 'Requisite Waiver' option. The descriptions for each option are: 'Waive prerequisites so that a student can register for the course.' for Requisite Waiver, 'Review and manage student petitions.' for Student Petition, and 'Review and manage faculty consent.' for Faculty Consent.

Keep in mind that sometimes the system prefers the student ID number. We recommend trying that first. If you don't have that, you can try entering a student name in the search box (use Last, First or First Last format), and then select the student from the list of possible names displayed.

Roster Attendance Grading Books Permissions

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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 “Save”

Add Student Waiver

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

Student **Student, Test**
Student 1082364

Approve Deny

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 or ID

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

If you have set your course up to **require your permission**, you can grant the students permission to register themselves (during Registration or Schedule Adjustment only), as long as they meet all other registration restrictions on the course.

Sign into Academic Planning and click on the “Faculty” tile.

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, select “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.

Keep in mind that sometimes the system prefers the student ID number. We recommend trying that first. If you don't have that, you can try entering a student name in the search box (use Last, First or First Last format), and then select the student from the list of possible names displayed.

Roster Attendance Grading Books **Permissions**

[< Back To Faculty Permissions](#)
Faculty Consent

Faculty Consent Status

No existing faculty consents

When the “Faculty Consent” box appears, select a status from the drop down menu, 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 “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.

Updated: 8/19/2024

