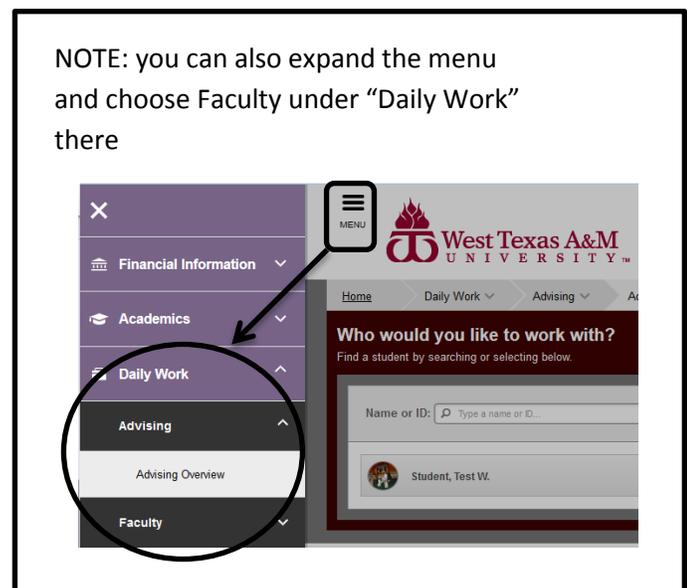
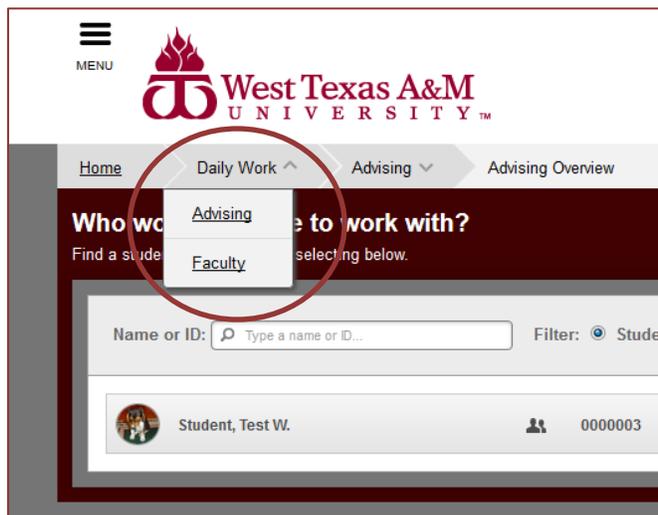


Student Self Service Faculty Menu

In Buff Advisor, go to the Faculty Menu tab and click on “Student Planning” under Faculty Information.



Once in Student Self Service (Student Planning), click on “Daily Work” and then the “Faculty” link.



Course sections where you are the “Faculty of Record” (assigned in Colleague to you), will be listed.

Home > Daily Work > Faculty > Faculty Overview

Manage your courses by selecting a section below

2016 Fall Semester

Section	Times	Locations
IDS-1071-15: ELEM GROUP DYNAMICS	T/Th 4:00 PM - 4:50 PM 8/29/2016 - 10/21/2016	Classroom Center, 316 Lecture

When you click on the course, you will be able to see the roster of students currently enrolled in the course.

IDS-1071-15: ELEM GROUP DYNAMICS
2016 Fall Semester
ON CAMPUS
T/Th 4:00 PM - 4:50 PM
8/29/2016 - 10/21/2016
Classroom Center, 316

Roster | Permissions

Student Name	Student ID	Class Level	Preferred Email
 Ratheal, Sarah E.	0970386	Sophomore	✉ seratheal1@buffs.wtamu.edu

On the 2nd tab, you will see the options to allow permissions to students to be able to enroll themselves in the course. IF the course has a Pre/Co-requisite, you can click on “Requisite Waiver” and waive the requisite. IF the course requires Instructor Consent, you can provide electronic consent using the “Student Petition/Faculty Consent” link.

Roster | **Permissions**

Faculty Permissions
Please select a waiver or petition below to continue

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

 **Student Petition/Faculty Consent**
Override restrictions and add an individual student to the action

REQUISITE WAIVER

If the course doesn't have any prerequisites and you click that link, you will not be given the option to add a waiver. If the course does have prerequisites, it will tell you what the Prerequisite Information is:

MATH-1332-01: MATH FOR LIB ARTS
2016 Fall Semester
ON CAMPUS
MWTF 9:00 AM - 9:50 AM
8/29/2016 - 12/16/2016
Classroom Center, 408

Roster | Permissions

< Back To Faculty Permissions

Requisite Waivers

Student Waiver Information + Add New

No existing student waivers.

Prerequisite Information

Course	Enforcement	Timing
MATH*0303 or score of 350 or higher on the Mathematics TSI exam or TSI Exemption for the Mathematics section	Required	Previous

Corequisite Information

No corequisites

To create a Requisite Waiver, Click on "+Add New". You will get a popup box to enter the information for the waiver.

Add Student Waiver
MATH-1332-01: MATH FOR LIB ARTS 2016 Fall Semester

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

Student ID Search

Approve Deny

Waiver Reason

Comments

Cancel Save

Annotations:

- Enter the student's WTAMU ID number.
- Choose "Approve" or "Deny"
- Choose a reason for the waiver from the Drop Down menu.
- Add comments – especially if you choose 'Other reason'.
- Then "Save".

Waiver Reason Drop Down Menu:

- Select a reason...
- Transfer credit for prere
- Pend test cred for prereq
- Currently in prereq
- Allow concurrent with req
- Adequate knowledge
- Other reason

It will now show you who has a requisite waiver with the explanation.

Student Name	Student ID	Authorized By	Updated On	Explanation
Miller, Tana J.	0001562	Miller, T	5/2/2016 3:05:19 PM	Other reason I just thought it was a good idea...

STUDENT PETITION/FACULTY CONSENT

If the course requires Instructor Consent, you can click “+Add New” next to “Faculty Consent Status”. (you shouldn’t see the “+Add New” on “Student Petition/Faculty Consent” Option because that is related to a student enrolling in an overload.)

You will get a popup box to enter the requirement information.

Enter the WTAMU Student ID number

In “Status” choose “Denied” or “Granted”.

Type in any additional comments you want for tracking, etc.

Add Faculty Consent

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

Student ID

Status

Additional Comments

Once saved, you will be able to see all of the students who have been given faculty consent.

IT IS **IMPORTANT TO NOTE** THAT STUDENTS MUST REGISTER THEMSELVES FOR THE COURSE ONCE YOU HAVE GRANTED EITHER THE REQUISITE WAIVER OR FACULTY CONSENT. Please tell them this when completing the requested waiver or permission.