



# Self-Service: Permissions & Overrides

Faculty Instructions

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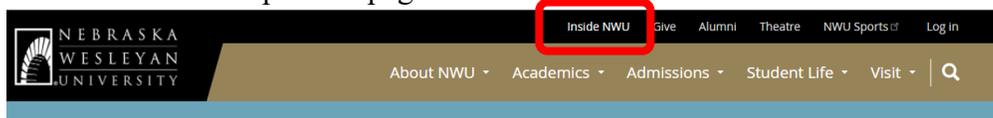
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## Overview

Students and advisors use Student Planning/Self-Service to plan course schedules and register for courses. As an instructor, you may need to provide special permission to a student in order to enroll in your class. This guide will walk you through that process.

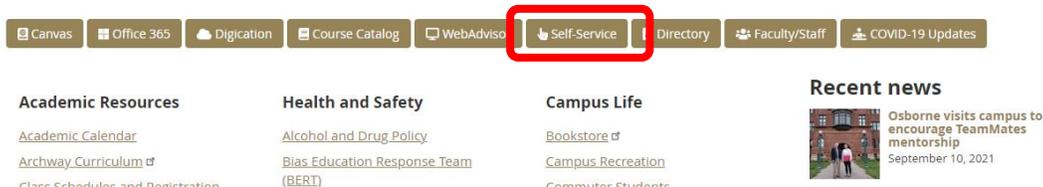
## Accessing Self-Service

1. Go to the NWU website – [www.nebrwesleyan.edu](http://www.nebrwesleyan.edu)
2. Click “Inside NWU” at the top of the page.

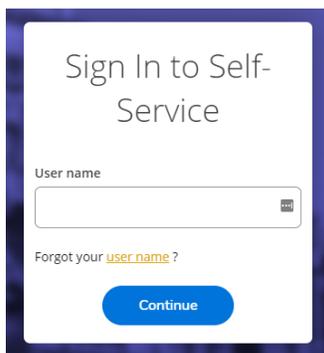


3. Click the “Self-Service” button at the top of the page.

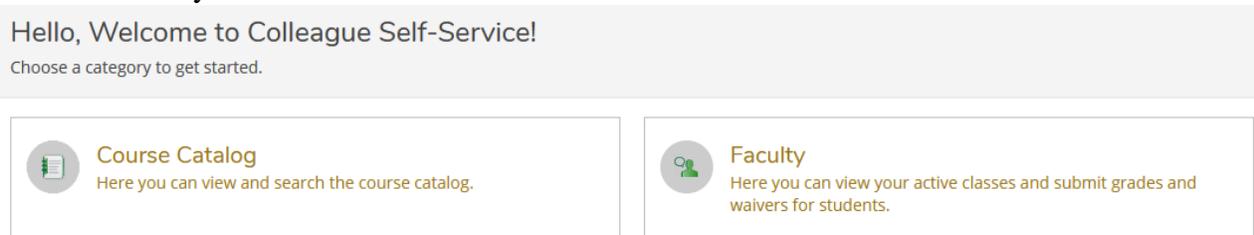
### Inside NWU



4. Sign in with your NWU credentials.



5. This will take you to the welcome screen for Self-Service.



You will use these three screens for Permissions & Overrides:

- *Course Catalog* – allows you to review courses in the catalog and search for courses being offered
- *Faculty* – allows you to grant students permission to take a class where they do not meet the prerequisite or is special permission only; is full or student doesn't have the correct major declared to take the class

## Course Catalog

The Course Catalog is where you can view descriptions of all available courses and will search for classes in which students can enroll for future semesters. Use “Section Listing” under “Advanced Search” to find courses and sections that will be offered in upcoming semesters.

The screenshot shows the 'Search for Courses and Course Sections' page. At the top, there are two tabs: 'Subject Search' and 'Advanced Search', with 'Advanced Search' being the active tab. Below the tabs is the 'Catalog Advanced Search' section. It includes a 'Results View' section with two radio buttons: 'Catalog Listing' (unselected) and 'Section Listing' (selected). There are three input fields for 'Term', 'Meeting Start Date', and 'Meeting End Date'. Below these are two rows of 'Courses And Sections' filters, each with a 'Subject' dropdown, a 'Course number' input, and a 'Section' input. The interface is clean and modern with a light gray background.

Definitions of search parameters:

- *Term* – the term you wish to search for classes
- *Subject* – the course subject you would like to search for (you may select multiple subjects on subsequent lines)
- *Days Of Week* – to search for courses offered on certain days
- *Location* – to filter online only courses or Adult/Graduate courses offered in Lincoln or Omaha
- *Academic Level* – to choose between undergraduate and graduate level courses
- *Time Of Day/Time Starts by/Time Ends by* – to filter classes by times
- *Course Type* – additional filter options for searching, including:
  - 1<sup>st</sup> or 2<sup>nd</sup> 8-week courses
  - Specific Archway designated courses
  - Courses by Thread
  - Cross-listed courses under Gender Studies or International Studies

When you have entered all relevant search parameters, click the blue “Search” button at the bottom of the page. This will generate a list of courses that match your selected criteria.

This screenshot shows a close-up of the search filters. It includes a 'Select Time Of Day' dropdown menu, a time input field with a placeholder 'hh:mm AM/PM', and a 'Course Type' dropdown menu. At the bottom, there are two buttons: a light blue 'Clear' button and a dark blue 'Search' button, which is highlighted with a red rectangular box.

You can click “Back to Course Catalog” to return to the catalog search.

This screenshot shows the top of the search results page. It features the title 'Search for Courses and Course Sections' and a red rectangular box around a '< Back to Course Catalog' link. Below the link, there is a 'Filter Results' section with a 'Hide' button and a 'Filters Applied: None' indicator.

## Permissions & Overrides

Faculty members may not register a student for their class. Students will always register themselves for any classes they take. However, as a faculty member you can use this feature to provide permission to students who are unable to register for their class under the following conditions:

- If the student doesn't meet a prerequisite(s) for your class but you are waiving the prerequisite(s)
- If your class is full but you are allowing a student into your class
- If your class is “special permission only” and you are giving the student permission to register for this class.

To do this, select “Faculty” from the home screen. Then you will be taken to the list of courses for which you are the instructor:

Fall Semester 21

Section	Times	Locations
<a href="#">STLF-1010-05: Test</a>	8/23/2021 - 10/14/2021	Online

Select the course the student would like to take then select the “Permissions” tab.

Roster Grading **Permissions**

### Faculty Permissions

Choose one of the categories below :

 **Prerequisite Waiver:** Use to allow a student to register for course without required prerequisite (either specific course(s) or class standing requirement, like must be junior standing).  
Waive prerequisites so that a student can register for the course.

 **Faculty Consent:** Use to allow a student to register for course if: “instructor consent or permission is required” in the printed comments of section detail, the course is full and you are allowing registration over the cap,  
Review and manage faculty consent.

You will see these options:

- *Prerequisite Waiver* – to give permission when a student has not completed listed prerequisites or does not have enough total credits listed as a prerequisite
- *Faculty Consent* – to give permission for a student to take a “special permission only” course or enroll in a course already at capacity

When you select “Prerequisite Waiver,” there will be a search bar on the top right. Use that to search for the student you wish to waive prerequisites by their name or student ID number.

Roster Census Grading **Permissions**

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Prerequisite Waiver: Use to allow a student to register for course without required prerequisite (either specific course(s) or class standing requirement, like must be junior standing).

Student Waiver Information



Select the name of the student in question (making sure you have the correct student) and click “Approve” (allowing the student to register for the class) or “Deny” (not allowing the student to register for the class). Regardless of whether you approve or deny, you will need to leave a comment in the comment box. Once you are done, click “Save” on the bottom right. The waiver for this student will be added, and they will be listed on your screen along with any other students you provided a waiver. The student will be notified in Student Planning under the Permissions/Overrides section that they do or do not have permission to register for your course.

Add Student Waiver

STLF-1010-06: SUCCESS SEMINAR Fall Semester 21

Student Pwofe, Precocious I.  
Student 0836229  
ppwofe@nebrwesleyan.edu

Approve  Deny

Comments Approved to take this class.

Cancel Save

When you select “Faculty Consent,” there will be a search bar on the top right. Use that to search for the student you wish to waive prerequisites by their name or student ID number.

Roster Census Grading Permissions

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Faculty Consent: Use to allow a student to register for course if: "instructor consent or permission is required" in the printed comments of section detail, the course is full and you are allowing registration over the cap, or if course requires a specific major and you are overriding that requirement.

Faculty Consent Status

Student Name or ID

Select the name of the student in question (making sure you have the correct student) and select “Accepted,” “Denied,” or “Tabled” from the Status drop-down and leave a comment. Once you are done, click “Save” on the bottom right. The consent for this student will be added, and they will be listed on your screen along with any other students you provided consent. The student will be notified in Student Planning under the Permissions/Overrides section that they do or do not have permission to register for your course.

## Frequently Asked Questions

1. ***A student has contacted me because she doesn't meet the prerequisite. She hasn't taken a required course but I am letting her into the class. Do I use "Prerequisite Waiver" or "Faculty Consent"?***

If a student hasn't completed a course that is a prerequisite to get into your class, you will need to fill out the "Prerequisite Waiver" part.

Please do keep in mind that although you are giving the student permission to waive the prerequisite of your class, this does NOT guarantee a spot in your class. When the student goes to register for this class, it will only let her override the prerequisite and register for your class if it is open (not at capacity).

2. ***My class is full but I will allow one additional student in. How do I do that?***

Use the "Faculty Consent". You will click on Permissions then choose the class in which you are teaching and are willing to go over capacity. Pick the class then enter the student's name or ID number. Approve of the registration and add a comment then click to give this consent.

3. ***My class is "by instructor permission". How do I give a student permission to register for my class?***

Use the "Faculty Consent". You will click on Permissions then choose the class in which you are teaching. Pick the class then enter the student's name or ID number. Approve of the registration and add a comment then click to give this consent.

4. ***A student contacted me and said that he isn't a Business major and that the course requires him to be one. How do I, as the instructor, allow this student to take my class and override that requirement?***

Use the "Faculty Consent". You will click on Permissions then choose the class in which you are teaching that you are allowing this student to enroll. You will click on Permissions then choose the class in which you are teaching. Pick the class then enter the student's name or ID number. Approve of the registration and add a comment then click to give this consent.

5. ***I filled out the "Prerequisite Waiver" form to give permission for a student to get into my class even though the student didn't have the prerequisite courses. The student has now contacted me again to say that the course is now full and won't let the student into my class. I thought the "Prerequisite Waiver" allowed the student to register for my class. What happened?***

The "Prerequisite Waiver" approval allows a student to register for your class without having the prerequisite(s). It does NOT, however, allow a student to get into a class that is full. If a student has a prerequisite waiver and goes to register for a class *and* your class is now full, this student won't be able to register for it unless you are willing to now approve a "Faculty Consent" to allow the student to register for your closed class.

6. *There is a student who doesn't have the course prerequisite for the class and my class is full. I am allowing the student to register for my class. Do I have to give the student Permission in both the "Prerequisite Waiver" and "Faculty Consent"?*

Yes. If the student needs permission to take the class because the student hasn't taken the course prerequisite classes and/or if the student hasn't completed the total number of credits (example: if the student needs to have taken 58 credits (junior standing), you will need to give permission through "Prerequisite Waiver".

Additionally, if your course is full (or any of the other items listed for "Faculty Consent"), you will need to give the student permission through "Faculty Consent" also.

7. *I would like to give some students permission to take my class before registration begins. Can I do that?*

If the student doesn't have the required prerequisite, you may give that student permission to register for your class prior to the student's registration time. This would allow the student to register for your class when it is the student's time to register and if your class is still open (not full or at capacity). Use "Prerequisite Waiver".

If you think your class will be full and you want to give some students permission to enroll into your class prior to the class filling up, you may NOT give permission for these students to take your class until the class is actually full (at capacity). The system does not allow Faculty Consent to be used to override a cap until the class is actually full (at capacity).

If your class is "instructor permission only", meaning every student must be given permission to take your class, you may give a student permission to register for your class prior to the student's registration time. This would allow the student to register for your class when it is the student's time to register. Use "Faculty Consent".

If the student doesn't have the required major or minor declared in order to take your class (but has met all other prerequisites), you may give a student permission to register for your class. This is only if your class requires a certain major and/or minor. Use "Faculty Consent".

8. *Can you explain the difference between "Prerequisite Waiver" and "Faculty Consent" again?*

"Prerequisite Waiver" is used to give the student permission to waive the required courses and/or number of credits taken that are listed as a prerequisite for the course.

"Faculty Consent" is used to give the student permission to register for your course if your course is full; requires instructor permission and/or requires a certain major or minor that the student hasn't yet declared or doesn't have.

Do keep in mind that even though you give a student permission to register for your course, it is ultimately up to the student if the student does register for your course or chooses not to register for it.