

INSTRUCTIONS: WAIVING PREREQUISITES FOR AN INDIVIDUAL STUDENT FOR A SPECIFIC SECTION

Login to WebAdvisor at:

<https://webadvisor.lclark.edu>

Once you've logged in, choose the "Faculty" link at the right.

Lewis & Clark
Portland, Oregon

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Welcome Marie M. Daly!

If you don't know your WebAdvisor Username, try What's my User ID? (also available on the Prospective Students menu).

If you need assistance with your password go to the IT Password Management Page.

main menu

Prospective Students
Students
Faculty
Employees

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Choose the "Faculty (Self-Service)" link.

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FACULTY - WEBADVISOR FOR FACULTY MENU

Use the menu option "Faculty (Self Service)" to enter grades.

User Account

User Profile (Self Service)
Google Group Edit
Emergency Contact Info

Financial Information

Bank Information (Self Service)

Faculty Information

Class Roster Select Section
My Advisees
Student-Granted Access
Search for Sections
~~Student Course Permissions~~
Advisor Permission to Register
Notification of Academic Concern (Advising Alert)
Informer Reports
Network Adoption Fund
Faculty (Self Service)

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WebAdvisor_{3.2}

You will be passed through from WebAdvisor to *Self-Service*.

Your course sections (future, current and past) will be listed in Self-Service by semester, with the most recent (or future) semester at the top. Current and past semesters are below.

Choose the course section that you wish to view by clicking on the link.

CAS - Spring 2024			
Section	Times	Locations	Availability ⓘ
BIO-390-01: Evolution	M/W/F 8:00 AM - 9:00 AM 1/16/2024 - 4/25/2024	John R. Howard Hall, 116 Lecture	0 / 0 / 2
DSCI-245-F1: Applied Data Science Practicum	TBD	TBD	20 / 20 / 0

CAS - Fall 2023			
Section	Times	Locations	Availability ⓘ
BIO-317-01: Invertebrate Zoology	M/W/F 9:10 AM - 10:10 AM 9/5/2023 - 12/12/2023 F 1:50 PM - 4:50 PM 9/5/2023 - 12/12/2023	John R. Howard Hall, 132 Lecture Biology-Psychology, RL Lab	23 / 24 / 0
CORE-121-05: Numbers	M/W/F 1:50 PM - 2:50 PM 9/5/2023 - 12/12/2023	John R. Howard Hall, 116 Lecture	25 / 25 / 0

CAS - Spring 2023			
Section	Times	Locations	Availability ⓘ
BIO-244-12: Pract: Gastropod Curation	TBD	TBD	0 / 0 / 0
BIO-407-01: Venom Biology	M/W/F 11:30 AM - 12:30 PM 1/17/2023 - 4/27/2023	John R. Howard Hall, 260 Lecture	2 / 24 / 0
BIO-495-02: Biology Senior Thesis	TBD	TBD	18 / 19 / 0

This will bring you to your class roster.
Click on the Permissions tab.

Section Details

[Back to Courses](#)

BIO-317-01: Invertebrate Zoology

CAS - Fall 2023
CAS Campus

M/W/F 11:30 AM - 12:30 PM
9/5/2023 - 12/12/2023
John R. Howard Hall, 123 Lecture

Seats Available ⓘ 20 / 24 / 0

Waitlisted 0

Roster Grading **Permissions** Waitlist

Student Name	Student ID	Class Level
 Doug Aditch	2 [REDACTED]	Senior
 Rita Book	2 [REDACTED]	Senior
 Patti Kaake	2 [REDACTED]	Junior
 Olive Tree	2 [REDACTED]	Junior

You will be presented with two options. To waive prerequisites for an individual student, choose the Requisite Waiver button. (To find directions for providing Instructor Consent, or overriding restrictions, see instructions [here](#).)

BIO-317-01: Invertebrate Zoology
 CAS - Fall 2023
 CAS Campus
 M/W/F 11:30 AM - 12:30 PM
 9/5/2023 - 12/12/2023
 John R. Howard Hall, 123 Lecture
 Seats Available 20 / 24 / 0

Waitlisted 0

Roster Grading **Permissions** Waitlist

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.

REQUISITE WAIVER

Requisites are courses that must be taken prior to registering for a given course, or concurrently with the course.

You have the ability to override a required prerequisite, or to override a course that must be taken previously **or** concurrently. Using this option waives ALL prerequisites for the course – you can’t choose just one.

You do not have the ability to waive courses that are *always* required to be taken concurrently (such as a required concurrent lab course).

TO PROVIDE A REQUISITE WAIVER TO AN INDIVIDUAL STUDENT:

Click on the Requisite Waiver button – you’ll see a list of students to whom you have already granted an override, a list of the required requisites, and a search field.

< Back To Faculty Permissions
 Requisite Waivers

Student Waiver Information

Student Name or ID

Student Name	Student ID	Authorized By	Updated On	Explanation
Isabelle Ringing	27 [REDACTED]	M. Daly	9/21/2023 11:56:10 AM	She's wicked smart

Prerequisite Information

Course	Enforcement	Timing
BIO 110.	Required	Previous
BIO 201.	Required	Previous
BIO 202.	Required	Previous
MATH 123, 131, 255 or CS 171.	Required	Previous

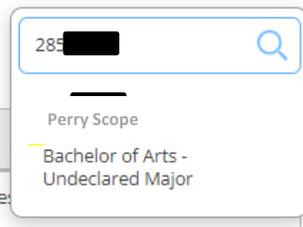
Corequisite Information
 No corequisites

The list of required requisites may help you discuss with the student whether the student has the appropriate knowledge to succeed in your course.

Enter the student's ID number in the search field. While the search function will *ostensibly* search on name, you are **STRONGLY** urged to use Student ID number. (The student file is so large that the search by name may not work optimally.) Ask the student for the ID number when the student requests an exception to add your course.

When you enter the ID number in the search box:

The student's name will appear. If this is the correct student, click on the name.



1. Choose "Approve" on the resulting "Add Student Waiver" screen.
2. Unlike the Instructor Consent process, you must enter a comment. Please keep these comments *professional*. **They are available to the student.**

A screenshot of the 'Add Student Waiver' form. The form title is 'Add Student Waiver'. Below the title, there is a course identifier 'BIO-317-01: Invertebrate Zoology' and a session identifier 'CAS - Fall 2023'. The student information section shows 'Student Perry Scope' with 'Student 2' followed by a blacked-out ID number and the email address 'finchj@clark.edu'. There are two radio buttons: 'Approve' (which is selected and circled in green) and 'Deny'. Below this is a 'Comments' section with a text input field containing the text 'Has the necessary knowledge'. A green arrow points to this text field. At the bottom of the form, there are two buttons: 'Cancel' and 'Save'.

Click on the "Save" button.

You will receive a green “waiver added” notification in the top right corner of the screen, and the student will be added to the list of students to whom you have overridden a requisite.

The screenshot shows the LMS interface for a section titled "BIO-317-01: Invertebrate Zoology". A green notification box in the top right corner states "Waiver added for selected student". The page is divided into tabs: Roster, Grading, Permissions, and Waitlist. The "Permissions" tab is active, showing a "Requisite Waivers" section. Below this is a "Student Waiver Information" table with a search bar for "Student Name or ID".

Student Name	Student ID	Authorized By	Updated On	Explanation
Isabelle Ringing	27 [REDACTED]	M. Daly	9/21/2023 11:56:10 AM	She's wicked smart
Perry Scope	27 [REDACTED]	M. Daly	10/2/2023 1:37:39 PM	Has the necessary kn ... more

To return to your roster, just click on the roster tab. (Or, to enter additional overrides, click on the blue “back to faculty permissions” link.)

This screenshot shows the "Waitlisted 0" section of the LMS interface. The "Roster" tab is highlighted with a red circle. Below the tabs, there is a blue link that says "< Back To Faculty Permissions". The "Requisite Waivers" and "Student Waiver Information" sections are visible but partially cut off at the bottom.

You cannot currently remove a waiver that you have granted. If you need assistance during the add/drop period to revoke a waiver, please see information [here](#).

ⁱ Three years of past rosters are made available.