

WebAdvisor Student Course Permissions

LOG-IN TO WEBADVISOR AT: <https://webadvisor.lclark.edu>

Faculty Menu: Under “Faculty Info” menu, click on “*Student Course Permissions*”

Lewis & Clark
Portland, Oregon

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FACULTY - WEBADVISOR FOR FACULTY MENU Welcome Liz!

User Account
Emergency Alert Preferences
Emergency Contact Information

Financial Information
Bank Information (U.S.)
My Account Statement

Faculty Information
Class Roster
Grading
My Advisees
Search for Sections
Student Course Permissions

Click here to add permission for a student to register for one of your courses.

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POWERED BY DATATEL 3.1

Student Course Permissions – specify term or dates:

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Student Course Permissions

Select a term or delete the term and enter start and end dates (mm/dd/yyyy) to display a list of your current or former course sections.

Term **CAS - Spring 2013**

Start Date

End Date

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Specify a term to locate your courses.

WebAdvisor Student Course Permissions

Student Course Permissions – select a course section:

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Student Course Permissions - Course Section Selection

Choose a section below to grant a student permission to register.

Choose one	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
<input type="radio"/>	PSY 100 01 Introduction to Psychology	13/SP	MILL	104	10:20AM - 11:20AM	MWF
<input type="radio"/>	PSY 280 F1 Brain and Behavior	13/SP	JRHH	254	09:40AM - 11:10AM	TTH

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The courses shown are your courses for the specified term. Click one of the radio buttons to choose one course to which to grant a student permission to register.

Student Course Permissions – look up a student:

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Student Course Permissions - Student LookUp

PSY-100-01 Introduction to Psychology

Students already granted permission

Student	Class	Acad Program
1541819 Justin N. Thyme	2013	B.A. Psychology Min. Latin American Studies
1569806 Ginger Ale	2014	Bachelor of Arts in Rhetoric and Media Studies

Look up a student by ID number or name to give that student permission

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A list of students (possibly none) who have already been given permission to register is shown.

Type a student ID number or part of the student's name (e.g. ter clo) to find the desired student.

WebAdvisor Student Course Permissions

Student Course Permissions – select the desired student:

Student Course Permissions - Student Selection

Select one student to grant permission to register for course section **PSY-100-01 Introduction to Psychology**

Choose one	ID	Student Name	Class	E-mail	
<input type="radio"/>	1581202	Clommins, Teresa E.	2014	kdisan@clark.edu	
<input type="radio"/>	1917754	Clomp, Terrance		terry@clark.edu	
<input checked="" type="radio"/>	1303507	Cloth, Terry R.	2010	terrycloth@clark.edu	Bachelor of Arts in Biology, Bachelor of Arts - Undeclared Major, Bachelor of Arts in Rhetoric and Media Studies

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Student Course Permissions – confirm the student:

Student Course Permissions - Confirmation

Please confirm that this student has permission to register for **PSY-100-01 Introduction to Psychology**.

Confirm?	ID	Student Name	E-mail	
<input type="checkbox"/>	1303507	Cloth, Terry R.	terrycloth@clark.edu	Bachelor of Arts in Biology, Bachelor of Arts - Undeclared Major, Bachelor of Arts in Rhetoric and Media Studies

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Student Course Permissions – permissions granted:

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Student Course Permission

PSY-100-01 Introduction to Psychology

Students Already Granted Permission

Student	Class	Acad Program
1541819 Justin N. Thyme	2013	B.A. Psychology Min. Latin American Studies
1569806 Ginger Ale	2014	Bachelor of Arts in Rhetoric and Media Studies
1303507 Terry R. Cloth	2010	Bachelor of Arts in Biology, Bachelor of Arts - Undeclared Major, Bachelor of Arts in Rhetoric and Media Studies

Please note:

- A course permission is a license for the student to register for the course (or add to the waitlist), as space allows. Recording a permission does not automatically register the student in the course, nor will it override course capacity limits or waitlist processes.
- Permissions are needed only for courses in which permission of instructor is required or in situations in which the student needs an override to bypass the course's usual prerequisites (e.g. "seniors only", a prerequisite course).

OK

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All students who have been given permission to register for your course will be listed, including the one just added.
Click the "OK" button to finish.

TIPS AND TRICKS:

1. If at all possible, look up the student using his or her ID number.
2. If you don't have the ID Number, look up the student by name.
 - a. It's best to use a partial name because WebAdvisor is quite literal. If you spell a name out fully, WebAdvisor will search only for that full name.
 - b. Use 3 and 3 – three letters of the first name and three of the last (or the last name followed by a comma and some letters of the first)
 1. Look for MASON JARR by using MAS JAR – you'll get results on a "resolution screen" from which you can choose the correct person
3. Think about nick names!
 - a. Jim Shorts may not be in the data base under "Jim". Usually, students are listed under their legal names. Some students have recorded nicknames with our office and you can find them listed under Terry or Bill, but most can only be found under their legal names.

WebAdvisor Student Course Permissions

4. How long will a search take?
 - a. The more generic your search and the more results get returned to you, the longer this search could take. If you type in "Amy Smith" it could be a few minutes before you get results.

WHAT IF:

There are time conflicts between two courses?

Give permission for the student to register for your course AND complete the "Time Conflict Authorization Request" form with the student. The student will need to bring that form to the Registrar's office **before** 4pm on the last day of the add/drop period.

WHAT IF:

There is a co-requisite lab section in addition to a lecture section?

The student will not need additional permission prior to the add/drop period. If a student obtains permission from the lecture instructor, the student will be able to also register for any open seat in a lab section. AFTER the add/drop period begins, the student will need permission for both lab and lecture sections.

WHAT IF:

***The instructor is on sabbatical and not available? or
The instructor of record has not yet been identified? or
Some other emergency prevents the instructor from being available?***

Prior to the add/drop period, in the case where the instructor of record is not available due to an extenuating circumstance, the Chair of the department can act for the instructor of record. S/he simply needs to email reg@lclark.edu and explain why s/he is acting in place of the instructor. We'll record these permissions manually.

Once the semester begins, the instructor should be on campus and will need to provide permission via WebAdvisor during the add/drop period.