

Instructions for Faculty

How to waive a student's pre or co requisites so they can get into your course



PPT last
updated
9/22/2016

- The first step is that the student will email/meet with you asking you if you agree to waive a prereq or coreq. If you do, ask them for their student ID and then continue to follow the instructions in this PowerPoint.

As a faculty, login to MajorPortal and click Faculty. Click into the class you want to allow a student to get into. Now click the “Permissions” tab.

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ACCT-100-01: Cost Accounting

2015 Fall Term

M/W/F 9:00 AM - 9:50 AM
8/20/2015 - 12/9/2015
Lester B. Pearson Hall, 201

Roster


Permissions


	Student Name	Student ID	Class Level	Preferred Email
	Allen, Emma	0005001	Senior	eallen@ellucian-university.edu
	Baldwin, Cecelia	0007506	Freshman	ceclia.baldwin@ellucian.com
	Howard, Holly	0003607		florence.upson@ellucian.com

Now click “Requisite Waiver”

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 Diana Miller |  Sign out |  Help |  Notifications

 Student Finance

 Faculty

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MATH-099-01: Developmental Mathematics

2015 Fall Term

Dalton-Tierney University

T/Th 8:00 AM - 9:00 AM
8/20/2015 - 12/9/2015
Albert Einstein, 101

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

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Click “Add New”

MATH-3540-01: Differential Equations

2016 Fall Semester

T/Th 9:55 AM - 11:30 AM
8/22/2016 - 12/13/2016
Sullivan-Harrell Hall, 368

Roster Grading **Permissions**

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Requisite Waivers

Student Waiver Information

+ Add New

No existing student waivers

Prerequisite Information

Course	Enforcement	Timing
Take MATH-2230 or petition the instructor for a waiver to the pre-req.	Required	Previous

Corequisite Information

No corequisites

A pop-up box will display. Put in Student ID and click search. Click approve so it turns green. Select waiver reason. Enter a more specific comment. Click Save.

Add Student Waiver

MATH-3540-01: Differential Equations 2016 Fall Semester

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

Student ID

Waiver Reason

Comments

You're done! The student will now be able to enroll in the course as long as their advisor has approved.

If you accidentally waived a pre/coreq and did not mean to, contact the Registrar so they can revoke it for you. Once the Registrar does that, “Revoked” will appear in red.

Student Finance Faculty

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MATH-114-08: Introduction to Mathematics

M/W/F 3:00 PM - 3:50 PM
1/21/2016 - 5/11/2016
Louis Armstrong Center, 140 On-Line Lecture

Student Waiver Information Add New Waiver

Student Waivers

Student Name	Student ID	Authorized By	Updated On	Status	Explanation
Allen, Cody	0004022	Administrative Staff	1/28/2015 4:23:39 PM		Faculty discretion Faculty Waived prereq
Allen, Diana L.	0001283	Miller, D	3/9/2015 1:37:53 PM		Faculty discretion
Allen, Jack	0004170	Administrative Staff	1/28/2015 4:24:18 PM		Registrar discretion
May, Chris	0004270	Miller, D	2/13/2015 1:32:48 PM		Advisor discretion This student must take the prerequisite course.
May, Cliff	0004268	Miller, D	2/27/2015 11:52:34 AM		Unofficial Transcript
May, Cody	0004241	Miller, D	2/18/2015 10:49:31 AM		Advisor discretion
May, Diana	0004242	Miller, D	2/13/2015 1:30:40 PM		Unofficial Transcript
May, Emma	0004240	Miller, D	2/27/2015 11:48:10 AM	Revoked	Student requested waiving of the course due to life experience and knowledge.

Prerequisite Information

Course	Enforcement	Timing
Take MATH-101	Required	Previous
Take MATH-102	Recommended	Previous or Concurrent

- If you have any questions, contact the Office of Records at Millsaps College via phone at 601-974-1120 or via email at records@millsaps.edu.