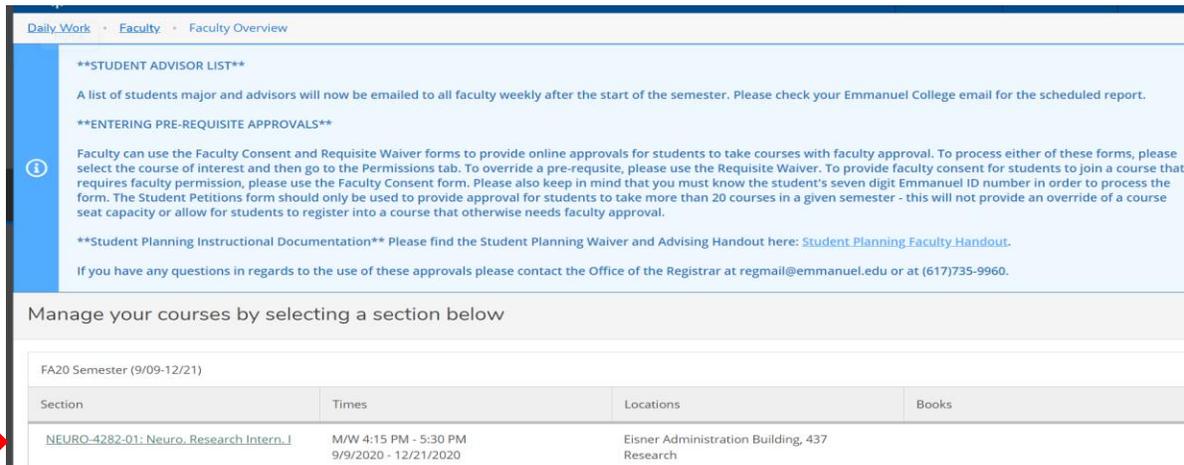


Faculty Requisite Waivers & Faculty Consent in Student Planning

Faculty have the ability to override pre-requisites for students in their specific courses as well as give faculty consent for courses that requires faculty permissions (typically internships). Faculty will see the message in blue at the top of their page explaining the waiver process. Requisite Waiver will be used for pre-req overrides and Faculty Consent will be used for courses that require instructor consent.

1. Click on the course they would like to submit the waiver for.



Daily Work · Faculty · Faculty Overview

****STUDENT ADVISOR LIST****
A list of students major and advisors will now be emailed to all faculty weekly after the start of the semester. Please check your Emmanuel College email for the scheduled report.

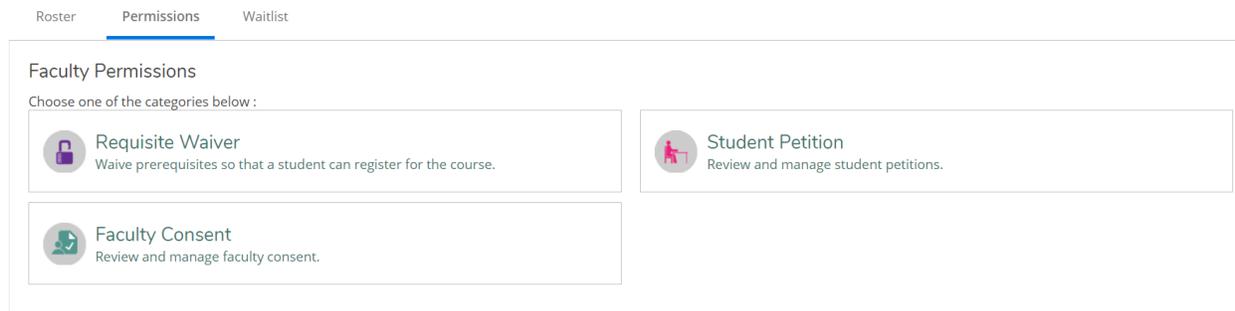
****ENTERING PRE-REQUISITE APPROVALS****
Faculty can use the Faculty Consent and Requisite Waiver forms to provide online approvals for students to take courses with faculty approval. To process either of these forms, please select the course of interest and then go to the Permissions tab. To override a pre-requisite, please use the Requisite Waiver. To provide faculty consent for students to join a course that requires faculty permission, please use the Faculty Consent form. Please also keep in mind that you must know the student's seven digit Emmanuel ID number in order to process the form. The Student Petitions form should only be used to provide approval for students to take more than 20 courses in a given semester - this will not provide an override of a course seat capacity or allow for students to register into a course that otherwise needs faculty approval.

****Student Planning Instructional Documentation**** Please find the Student Planning Waiver and Advising Handout here: [Student Planning Faculty Handout](#).
If you have any questions in regards to the use of these approvals please contact the Office of the Registrar at regmail@emmanuel.edu or at (617)735-9960.

Manage your courses by selecting a section below

Section	Times	Locations	Books
FA20 Semester (9/09-12/21)			
NEURO-4282-01: Neuro. Research Intern. I	M/W 4:15 PM - 5:30 PM 9/9/2020 - 12/21/2020	Eisner Administration Building, 437 Research	

2. Then click permissions.



Roster · **Permissions** · Waitlist

Faculty Permissions

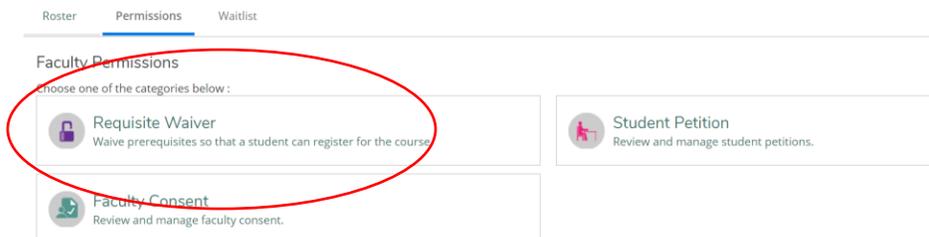
Choose one of the categories below:

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

 **Student Petition**
Review and manage student petitions.

 **Faculty Consent**
Review and manage faculty consent.

- A. **Requisite Waiver:** Click Requisite Waiver then type the student name or 7-digit student ID number. Select student then the Waiver Reason, comments are not required. Click Save. The waiver will then appear under Student Waivers. Faculty will be able to see if they submitted more than one. **Please note: Faculty will not be able to waive class standing in student planning. Registration to waive class standing will have to go through the Registrar's office.**



Roster · **Permissions** · Waitlist

Faculty Permissions

Choose one of the categories below:

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

 **Student Petition**
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 **Faculty Consent**
Review and manage faculty consent.

Faculty Requisite Waivers & Faculty Consent in Student Planning

< Back To Faculty Permissions
Requisite Waivers

Student Waiver Information

Q

1025628
 Burke, Julia T.
 English Comm. & Media
 Studies and Theater Arts

No existing student waivers

Prerequisite Information

Course	Enforcement	Timing
Complete PSYCH 1501	Required	Previous
Complete PSYCH 2802	Required	Previous
Complete INT 1001	Required	Previous
You must have senior standing (at least 96 credits) to enroll in this course.	Required	Previous

Add Student Waiver

NEURO-4282-01: Neuro. Research Intern. I
FA20 Semester (9/09-12/21)

Student → **Burke, Julia T.**
 Student 1025628
burkej2@emmanuel.edu

Approve Deny

Waiver Reason → Faculty Discretion

Comments →

Comments

Cancel
Save

Student Waiver Information

julia burke C

Student Name	Student ID	Authorized By	Updated On	Explanation
 Burke, Julia T.	1025628	Curcio, J	3/20/2020 9:38:30 AM	Study Off Campus Form
 Crane, Bridget	0977404	Russo, H	3/20/2020 9:17:23 AM	Faculty Discretion

- B. Faculty Consent: Similar to the requisite waiver, search student by full name or 7-digit student ID number. Select student then Status (Approved), and Reason. Comments are not required. Click Save. The student will then appear on under Faculty Consent Status with other approvals.

Faculty Requisite Waivers & Faculty Consent in Student Planning

Roster **Permissions** Waitlist

Faculty Permissions

Choose one of the categories below :

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

 **Student Petition**
Review and manage student petitions.

 **Faculty Consent**
Review and manage faculty consent.

Add Faculty Consent

NEURO-4282-01: Neuro. Research Intern. I FA20 Semester (9/09-12/21)

Student ➔ **Burke, Julia T.**
Student 1025628
burkej2@emmanuel.edu

Status ➔ Approved ▼

Reason ➔ Faculty Consent ▼

Additional Comments Additional Comments

Cancel
Save

NEURO-4282-01: Neuro. Research Intern. I

FA20 Semester (9/09-12/21)
Emmanuel-Boston

M/W 4:15 PM - 5:30 PM
9/9/2020 - 12/21/2020
Eisner Administration Building, 437 Research

Seats Available 0 of 0

[Deadline Dates](#)

Waitlisted 1

Roster **Permissions** Waitlist

[← Back To Faculty Permissions](#)
Faculty Consent

Faculty Consent Status

Student	ID	Status	Updated By	Updated On	Explanation
 Burke, Julia T.	1025628	Approved	Curcio, J	3/20/2020 9:45:44 AM	Faculty Consent
 Dickinson, Haley	0992898	Overload	Russo, H	3/20/2020 9:23:08 AM	Faculty Consent



Faculty Requisite Waivers & Faculty Consent in Student Planning

- C. Waitlist: Faculty are now able to see students listed on their waitlist in student planning. After selecting the course, click the waitlist tab to see students who have added themselves to the waitlist. Please note that students most recently added to the waitlist will appear at the top; therefore, **the first person added to the waitlist will appear at the bottom.** Status date indicates date added. There is still no way to allow students to register over the course capacity in student planning so all registrations will still need to come through the Office of the Registrar. However, this feature now gives you a detailed list of who and how many students are waitlisted for a particular section.

NEURO-4282-01: Neuro. Research Intern. I

FA20 Semester (9/09-12/21)
Emmanuel-Boston

M/W 4:15 PM - 5:30 PM
9/9/2020 - 12/21/2020
Eisner Administration Building, 437 Research

Seats Available 0 of 0

[Deadline Dates](#)

Waitlisted 1

Roster Permissions Waitlist

Active Waitlist							Email All
Student Name	Student ID	Status Date	Class Level	Preferred Email			
 Burke, Julia T.	1025628	3/20/2020	Sophomore	burkej2@emmanuel.edu			
 Crane, Bridget	0977404	3/19/2020	Junior	craneb@emmanuel.edu			