

REGISTRATION TIPS – ONLINE PERMISSIONS

Registrar's Office | kscregistrar@keene.edu

Online permissions to add a course PRIOR to the start of the semester

What you **can** do: Waive prerequisites, grant faculty permission for courses that require it

What you **can't** do: Override a cap, waive other restrictions such as class level or required major

Online permissions to add a course once the semester has started

What you **can** do: Waive prerequisites, grant faculty permission for courses that require it, override caps, give permission to add a course with no barriers for registration other than the semester has started

What you **can't** do: Waive other restrictions such as class level or required major.

PRO TIP: Once you have given the appropriate permissions, it gives the student the ability to register themselves online. This process does not register the student.

Let's get started!

Choose the faculty tab in Self Service:



Faculty

Here you can view your active classes and submit grades and waivers for students.

Choose the course for which you would like to grant permission or waive a prerequisite.

Spring 2020

Section	Times	Locations
BIO-111-01: Evolution & Ecology	T/Th 12:00 PM - 1:45 PM 1/21/2020 - 5/8/2020	Science Center, 351 Incorporates Lec & Lab/Studio
BIO-311-01: Genetics	M/W 10:00 AM - 11:45 AM 1/21/2020 - 5/8/2020	Science Center, 308 Incorporates Lec & Lab/Studio
BIO-368-01: Genomic Bioinformatics	T/Th 10:00 AM - 11:45 AM 1/21/2020 - 5/8/2020	Science Center, 329 Incorporates Lec & Lab/Studio

Choose the Permissions option:

Roster

Attendance

Grading

Books

Permissions

Waitlist



To **waive prerequisites**, choose the Requisite Waiver option:

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 Authorization
Review and manage add authorizations

Enter the student ID # of the student you wish to waive the prerequisites for:

Student Waiver Information

Student Name or ID



No existing student waivers

Prerequisite Information

Course	Enforcement	Timing
TAKE BIO-110, BIO-111;	Required	Previous

PRO TIP: The prerequisites required are listed on this screen for your reference. This allows you to double-check what you are waiving for a student.

Once a student ID# is entered (or student name), the student's name should appear:

167463

0167463
Barbara J. Cormier
Undeclared

The student's name is a link. Click on that link and the window appears to add the waiver info.

From here you can enter the waiver reason or comments – you must enter at least one. This information is for your reference only – it is not tracked.

Add Student Waiver

BIO-311-01: Genetics **Spring 2020**

Student **Barbara J. Cormier**
Student 0167463
bhamel@keene.edu

Approve Deny

Waiver Reason Other

Comments Moonlights as biologist

Cancel Save

You'll now see this on your Requisite Waiver Information screen:

Student Waiver Information					Student Name or ID <input type="text"/>
Student Name	Student ID	Authorized By	Updated On	Explanation	
 Barbara J. Cormier	0167463	Launen, L	3/16/2020 1:22:45 PM	Other Moonlights as biolog... more	

Prerequisite Information		
Course	Enforcement	Timing
TAKE BIO-110, BIO-111;	Required	Previous



To grant faculty permission (on a course that requires it) choose Faculty Consent:

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 Authorization Review and manage add authorizations

Enter the student ID# of the student for which you wish to grant permission:

Faculty Consent Status

Student Name or ID

Student	ID	Status	Updated By	Updated On	Explanation
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From here you can enter the reason you are granting permission as well as comments if you wish – you must at least choose a reason from the drop down menu. This information is for your reference only – it is not tracked.

Add Faculty Consent

SAFE-497-02: Innovative Safety Leadership **Spring 2020**

Student **Barbara J. Cormier**
Student 0167463
bhamel@keene.edu

Status **Fac Consent App**

Additional Comments **Moonlights as an OHST**

Cancel **Save**

You'll now see this on your Faculty Consent information screen

 Barbara J. Cormier	0167463	Fac Consent App	Bethel, B	3/17/2020 7:51:55 AM	Moonlights as an OHS ... more
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To **override a cap or grant permission for a student to add a course** with no other barriers to registration other than the semester has started:

PRO TIP: This functionality is only available once the semester has started.

Choose Add Authorization:

Roster Grading **Permissions**

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
Grant permission to add a course section that requires faculty consent.



Add Authorization
Create and Review authorizations. This will allow students to add classes during add/drop after classes begin. This will also allow students to register for classes that are full.

Enter the student ID# of the student you wish to allow to add your course:

Roster Grading **Permissions**

< Back To Faculty Permissions

Student Add Authorization

Currently there are not any Add Authorizations

After you have entered the student's ID#, Self Service will ask you to confirm your authorization:

Add Authorization Confirmation

Do you want to grant an Add Authorization for **Ms. Amy R. St Louis?**

Cancel **OK**

After you choose OK, you'll see these messages:



Student Add Authorization 357333

Student Name	Student ID	Add Authorization	Status Date	Status
Ms. Amy R. St Louis	0357333		3/17/2020 9:58:41 AM	Revoke

Please note that you have the option to revoke permission as is highlighted in the above confirmation example.

PRO TIP: If the semester has started, submitting the Add Authorization alone isn't sufficient if a student has not met course prerequisites and/or the course requires faculty permission. You must fill out each necessary form.

What the student sees:

- SAFE 497 required faculty permission
- BIO 311 required a waiver of prerequisites

Plan your Degree and Schedule your courses Search for courses...

Schedule Timeline Advising **Petitions & Waivers**

Student Petition(s)
No existing petitions

Faculty Consent(s)

Course	Section	Term/Period	Status	Updated On	Reason
SAFE-497	02	Spring 2020	Fac Consent App	3/17/2020 7:51:55 AM	

Requisite Waiver(s)

Course	Section	Term/Period	Status	Requisites
BIO-311	01	Spring 2020	Waived	TAKE BIO-110, BIO-111;