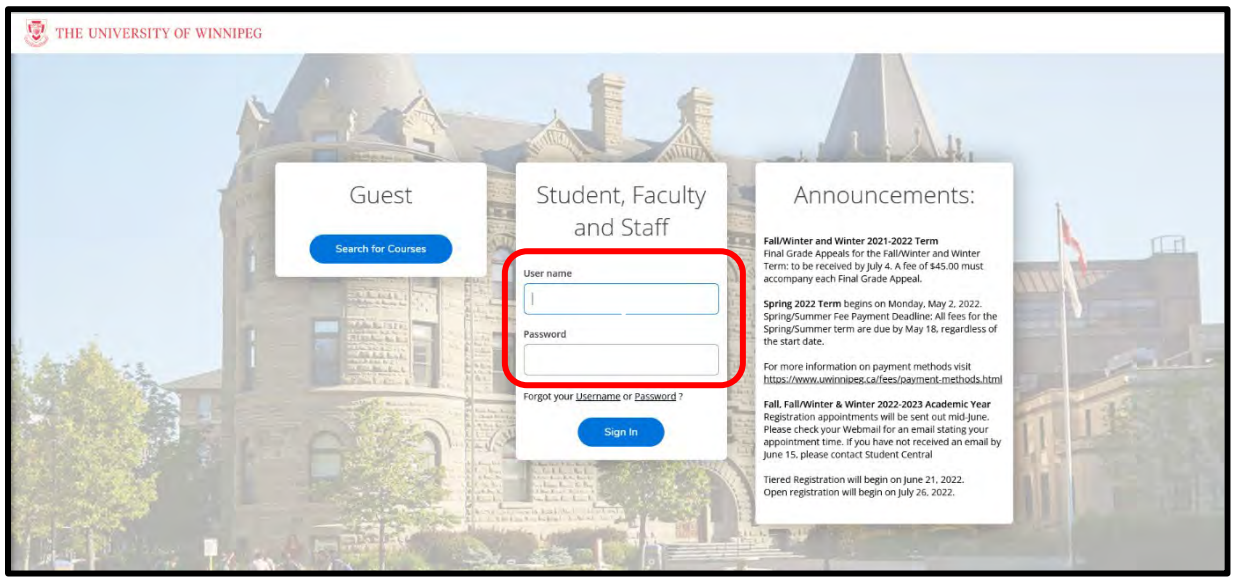
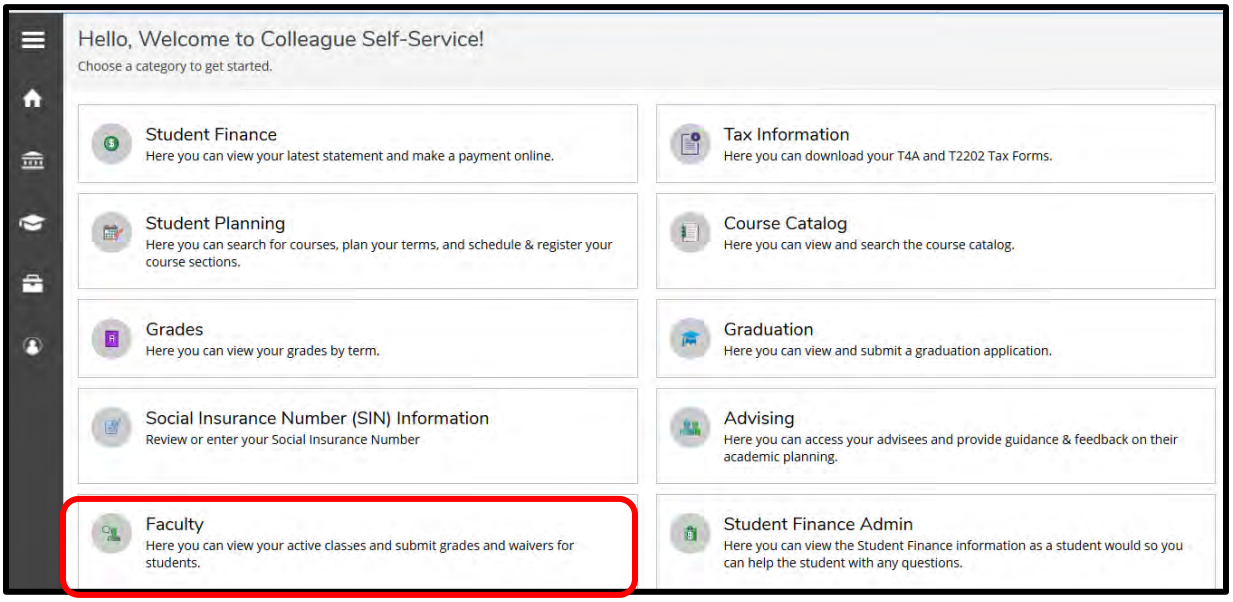
Entering Faculty Permissions in WebAdvisor

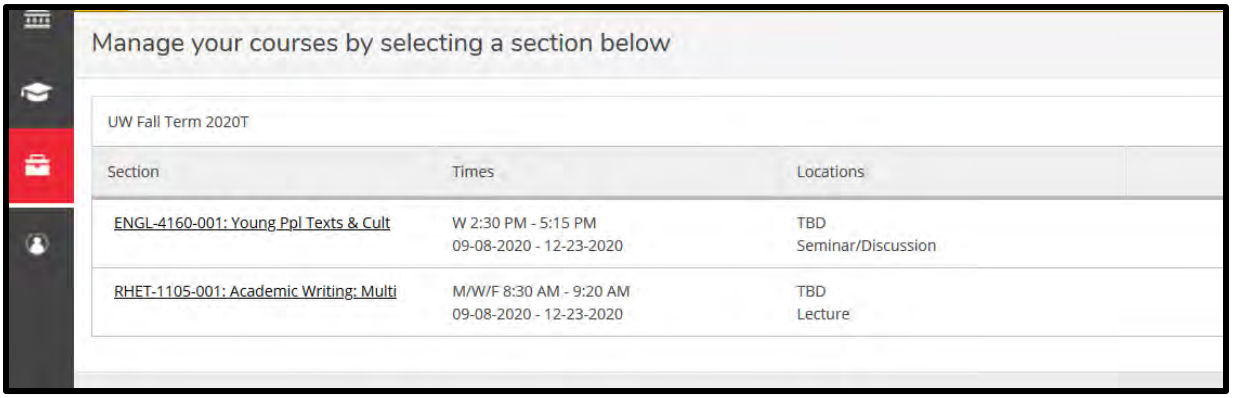
1. Log in to WebAdvisor.



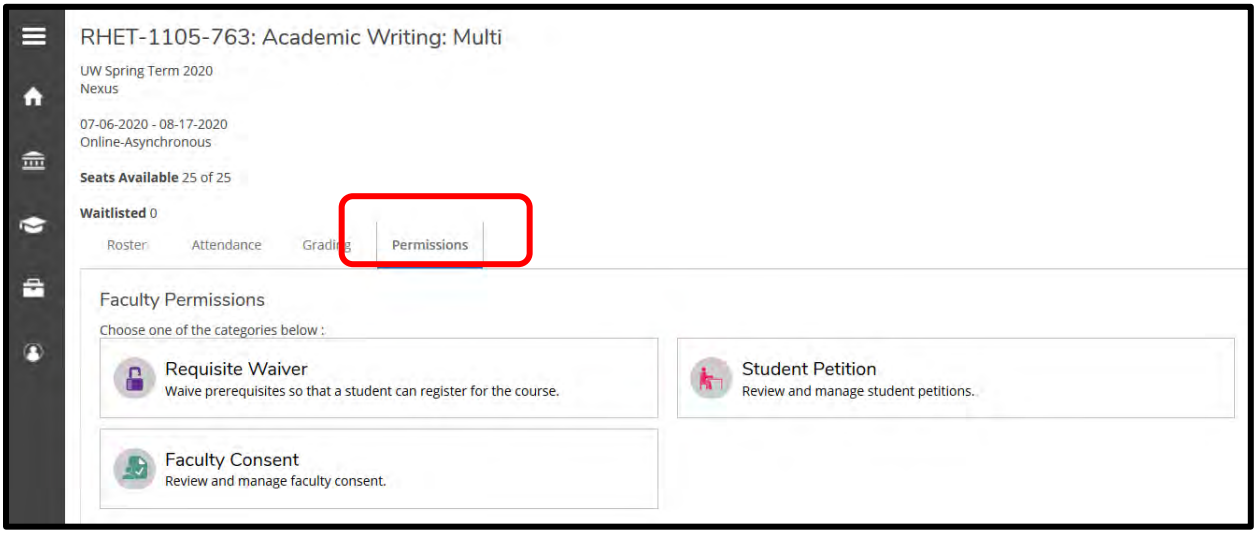
2. Select the **Faculty** module (it may be the only option).



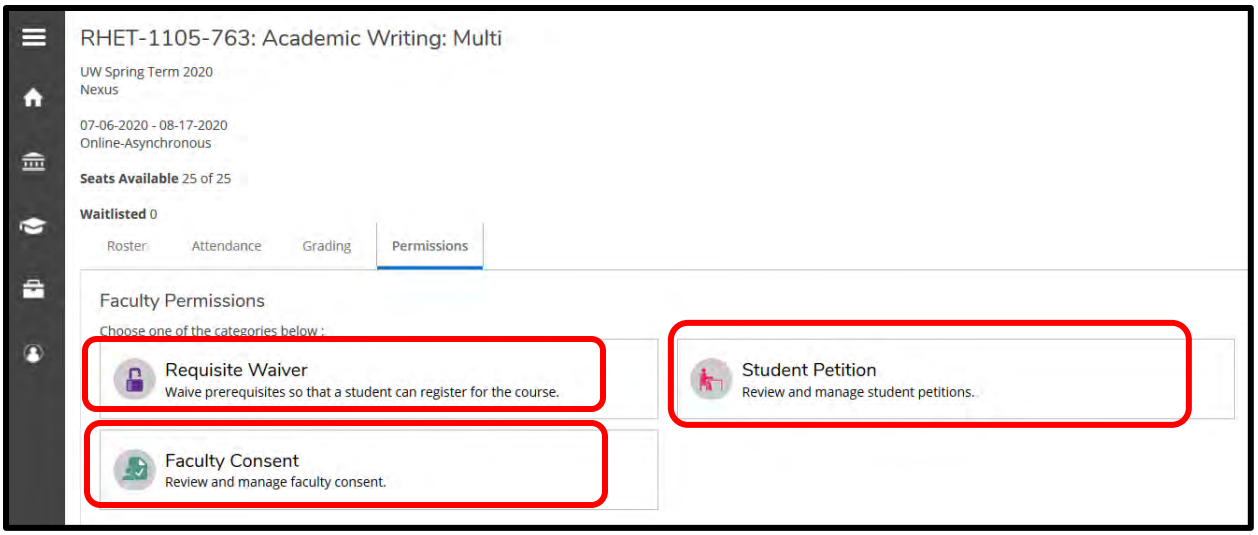
3. Select one of the courses that you are teaching.



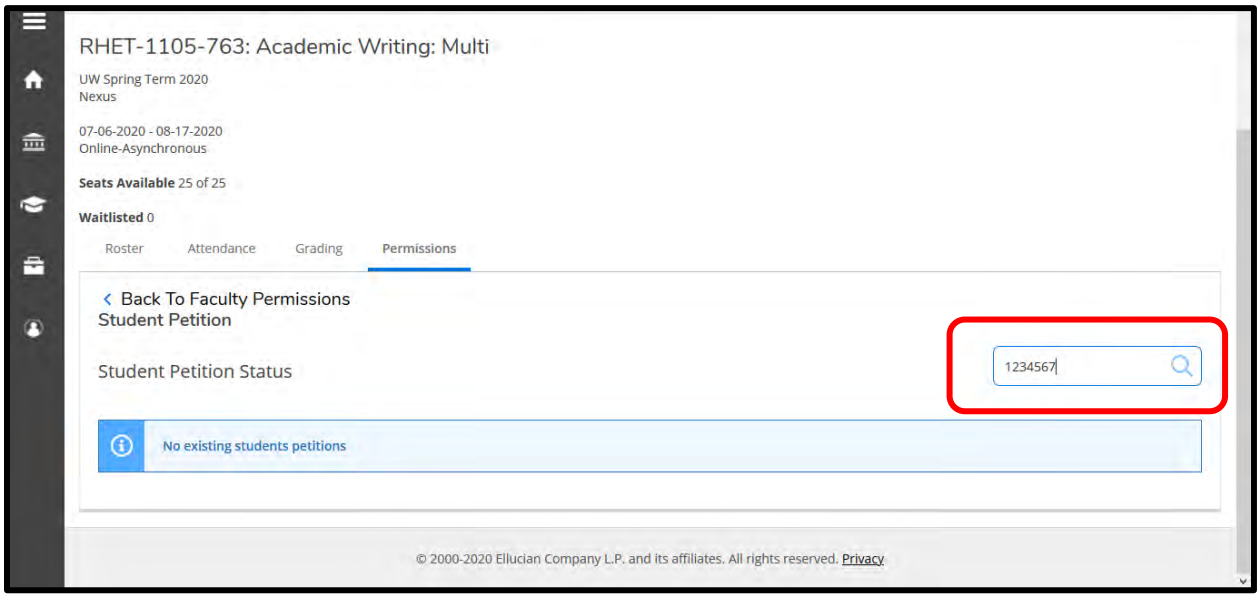
4. Go to the **Permissions** tab.



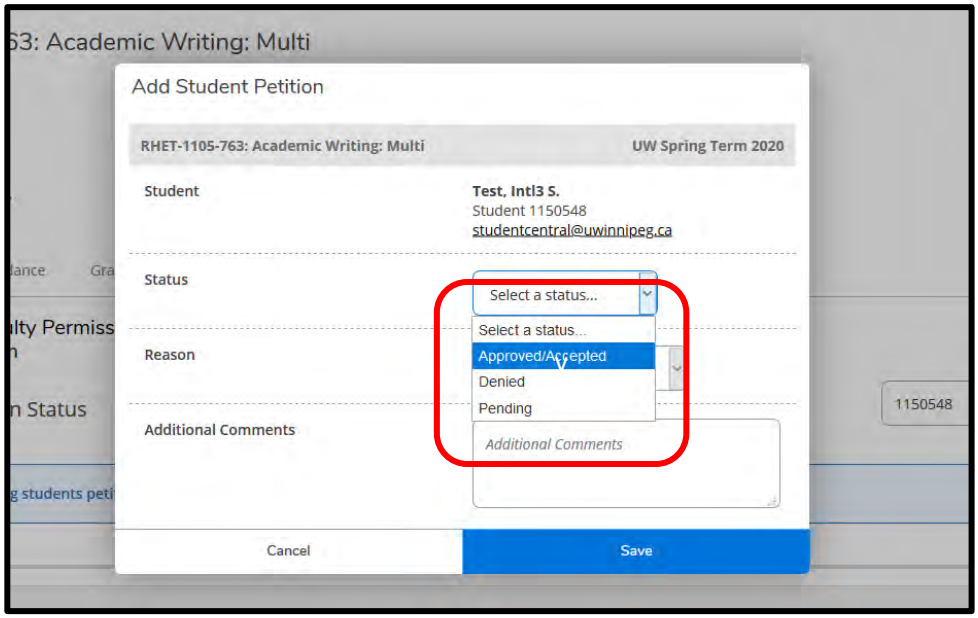
5. Choose the type of permission to enter: **Requisite Waiver**, **Student Petition**, or **Faculty Consent**.



6. Type the student's seven-digit ID number in the search box.



7. a) Select a **Status** → **Approved**

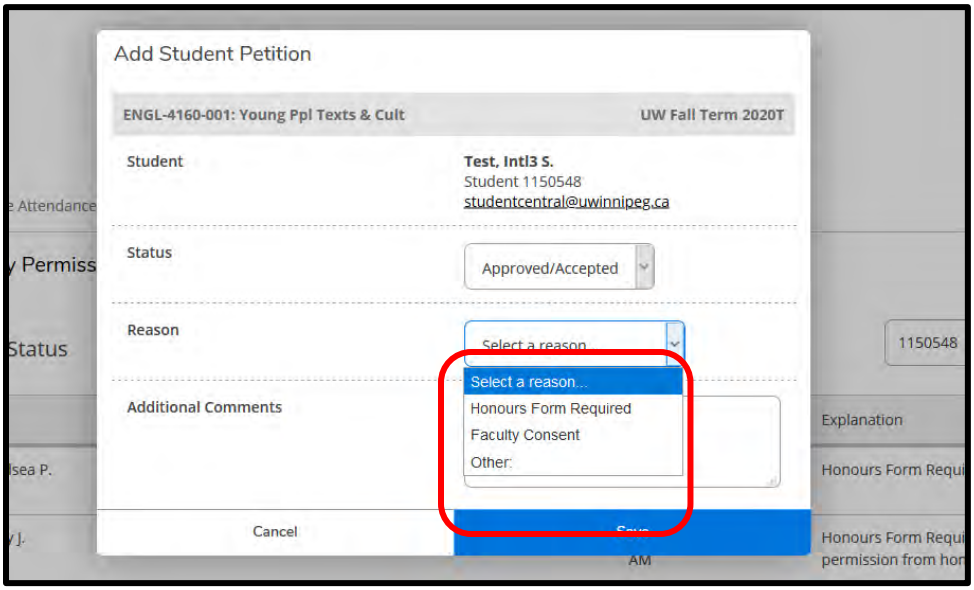


b) Select a **Reason**:

Student Petition → either **Honours Form Required** for BAH courses or **Other** for all other courses

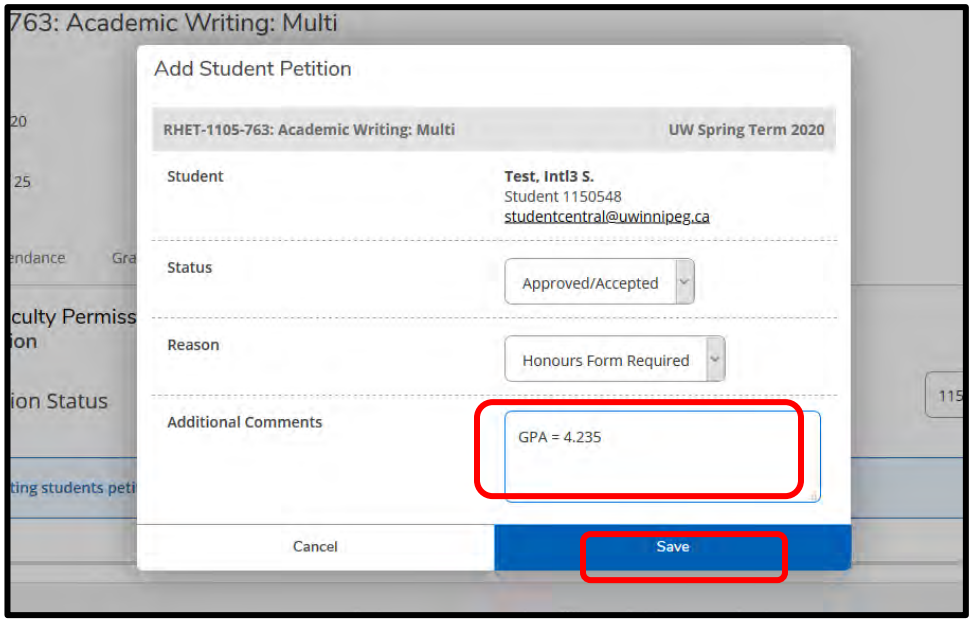
Faculty Consent → **Faculty Consent** for all courses

Requisite Waivers → **Directed Reading**, **Modern Languages**, **Menno Simmons Practicum** as applicable and **Other** for all other course sections



c) Write any **Additional Comments**

d) **Save**



Three Types of Permission in WebAdvisor:

*Typically, the **Requisite Waiver** option is used when an individual student needs permission/an exception to register in a course section and the **Student Petition** and/or **Faculty Consent** options are used when every student needs permission/approval to register in that course section.*

1. Requisite Waiver: This option is used to waive the pre-requisite(s) for a course section. The professor may feel that the student has fulfilled the pre-requisite in another way, but this is still the permission option to use to enable the student to register. If "or permission of instructor" is listed with the pre-requisite(s) for a course, "or permission of instructor" equals a pre-requisite waiver. This option tells WebAdvisor not to look for a pre-requisite course or pre-requisites courses on the student's record.

List of waiver reasons:

A. **Directed Readings** – If the waiver is for a Directed Readings or Tutorial course section, choose this waiver reason. Note: You will also have to approve the student to take your Readings/Tutorial course using Student Petitions and/or Faculty Consent. This reason is used often for requisite waivers.
B. **Modern Languages** – Choose this if it is a course offered by the Modern Languages and Literature Department
C. **Menno Simons Practicums** – Choose this option if it is a Practicum course offered by Menno Simons College (CRS or IDS). Note: You will also have to approve the student to take the Practicum course using Student Petitions and/or Faculty Consent.
D. **Other** – Click this for all other reasons. Click the **Additional Comments** box to type your reason or the purpose for providing the pre-requisite waiver.

Let the student know that they can now register for the course on or after their registration start date/time.

Waiving a co-requisite – a co-requisite such as a lab **cannot** be waived using this process. Department Assistants can waive co-requisite in Colleague in SRWS or send an e-permission form to waive the co-requisite to registration@uwinnipeg.ca for Student Central to process.

Errors/Changes – If you have already approved a pre-requisite waiver, you cannot deny the waiver using this process. Department Assistants can revoke a waiver in Colleague in SRWS or you can send Student Central reg staff (registration@uwinnipeg.ca) an email with the course section, student number, and reason, and the student's requisite waiver will be revoked. Once completed, the **Explanation** column will display the red **Revoked Waiver** indicator.

2. Student Petition: This option is used if the course section has been set up for **Petition Required**. The student gets a *Granted Petition Required* error message when trying to register. No student can register in this course section without permission being entered. Every student needs permission entered in order to register for that course section.

Waiver reasons:

A. **Honours Form Required** – If the permission reason is that the course is a Bachelor of Arts (Honours) 4000-level course, select this reason.
B. **Other** – Click this for all other reasons. The **Additional Comments** box can be used for further explanation.

3. Faculty Consent: This option is used if the course section has been set up for **Instructor Consent**. The student gets a *Permission of Instructor/Department* error message when trying to register. No student can register in this course section without permission being entered. Every student needs permission entered in order to register for that course section.

Waiver reason:

A. **Faculty Consent** – Select this for all courses. The **Additional Comments** box can be used for further explanation.

The difference between **Student Petition** and **Faculty Consent** is that they each correspond to a specific set-up field in Colleague. If the course is set up to need **Instructor Consent**, use the **Faculty Consent** option. If it is set up for **Petition Required**, use the **Student Petition** option. Sometimes a course section is set up to require both fields so the permission must be given in both **Student Petition** and **Faculty Consent**. If a professor does not know how their course section was set up, they can ask their department assistant or enter permission in both Student Petition and Faculty Consent.

Examples of courses requiring Student Petition and/or Faculty Consent:

- All Bachelor of Arts (Honours) 4000-level courses
- Practicums such as KIN-4500, KIN-3500, IDS-3198
- Courses that require auditions, portfolios, tests, etc.: ENGL-3116, THFM-4131, FREN-1100
- Directed Readings or Tutorial sections created for specific students: typically 600 sections
- Sections created for specific cohorts of students: 470, 463, 464, 200, 143 *(permission granted by staff organizing cohort, not the professor)*

Errors/Changes – Department Assistants can rescind permission in Colleague in STPE or please send Student Central reg staff (registration@uwinnipeg.ca) an email with the course section, student number, and reason, and the student's permission will be changed to denied.

Other Types of Permission (That Cannot Be Inputted in WebAdvisor):

1. **Registration/section restriction rule waiver**
   Waiving the requirement that student needs a particular major (EDUC, CJ, KIN) or to be in specific cohort (TYP, WEC, CATEP)
2. **Time conflict waiver**
   Allowing student to register in more than one course at the same time; if granting permission, it should be the course that the student is planning on missing
3. **Permission to audit**
   Allowing the student to be registered in the course without doing the coursework or receiving a grade or credit for it
4. **Registration off of the waitlist**
   Used only in exceptional circumstances as Student Central administers the waitlist process and this automated process continues to run during the Add/Drop Periods
5. **Registration over the cap**
   Used only in exceptional circumstances as capacity can be adjusted where necessary through the Scheduling Office
6. **Co-requisite waiver / Lab waiver**
   Waiving the requirement that the student must take a course or lab at the same time as another. Co-requisite can be waived in Colleague by DAs or Student Central.
7. **Late registration permission**
   Registration after the course section's Add/Drop Period (course is no longer refundable either)

These type of permissions require overrides by SC staff. Please send an e-permission form to registration@uwinnipeg.ca.