

Self-Service: Permissions & Overrides

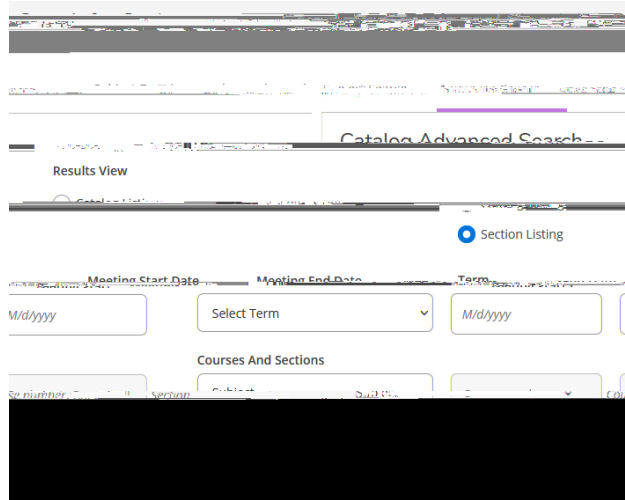
Faculty Instructions

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Course Catalog

The Course Catalog is where you can view descriptions of all available courses and will search for classes in which students can enroll for future semesters. Use “Section Listing” under “Advanced Search” to find courses and sections that will be offered in upcoming semesters.



Definitions of search parameters:

Term – the term you wish to search for classes

Subject –the course subject you would like to search for (you may select multiple subjects on subsequent lines)

Days Of Week – to search for courses offered on certain days

Location – to filter online only courses or Adult/Graduate courses offered in Lincoln or Omaha

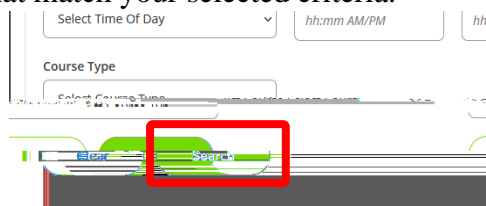
Academic Level – to choose between undergraduate and graduate level courses

Time Of Day/Time Starts by/Time Ends by – to filter classes by times

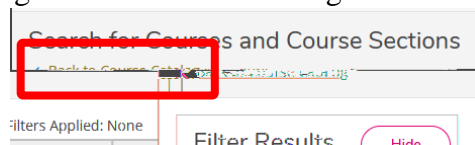
Course Type – additional filter options for searching, including:

- 1st or 2nd 8-week courses
- Specific Archway designated courses
- Courses by Thread
- Cross-listed courses under Gender Studies or International Studies

When you have entered all relevant search parameters, click the blue “Search” button at the bottom of the page. This will generate a list of courses that match your selected criteria.



You can click “Back to Course Catalog” to return to the catalog search.



Permissions & Overrides

Faculty members may not register a student for their class. Students will always register themselves for any classes they take. However, as a faculty member you can use this feature to provide permission to students who are unable to register for their class under the following conditions:

- If the student doesn't meet a prerequisite(s) for your class but you are waiving the prerequisite(s)

- If your class is full but you are allowing a student into your class

- If your class is "special permission only" and you are giving the student permission to register for this class.

To do this, select "Faculty" from the home screen. Then you will be taken to the list of courses for which you are the instructor:

Frequently Asked Questions

- 1. course but I am letting her into the class. Do I use***

6. *class is full. I am allowing the student to register for my class. Do I have to give the student Permission in both the Prerequisite Waiver and Faculty Consent ?*

Yes. If the student needs permission to take the class because the student hasn't taken the course prerequisite classes and/or if the student hasn't completed the total number of credits (example: if the student needs to have taken 58 credits (junior standing), you will need to give permission through "Prerequisite Waiver".

Additionally, if your course is full (or any of the other items listed for "Faculty Consent"), you will need to give the student permission through "Faculty Consent" also.

7. *I would like to give some students permission to take my class before registration begins. Can I do that?*

If the student doesn't have the required prerequisite, you may give that student permission to register for your class prior to the student's registration time. This would allow the student to register for your class when it is the student's time to register and if your class is still open (not full or at capacity). Use "Prerequisite Waiver".