

INSTRUCTIONS: PROVIDING PERMISSION TO OVERRIDE RESTRICTIONS OR REQUIRED CONSENT

Login to WebAdvisor at:

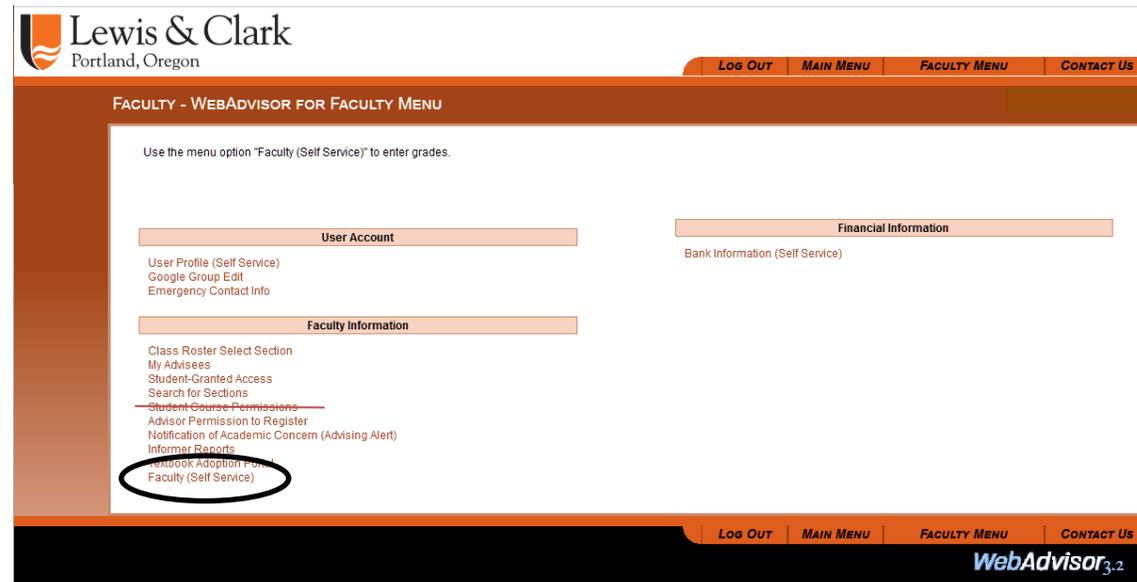
<https://webadvisor.lclark.edu>

Once you've logged in, choose the "Faculty" link at the right.



The screenshot shows the Lewis & Clark WebAdvisor main menu. The header includes the Lewis & Clark logo and navigation links for LOG OUT, MAIN MENU, and CONTACT US. A vertical "main menu" banner is on the left. A dropdown menu on the right lists: Prospective Students, Students, Faculty (circled in black), and Employees. Below the banner, there is a welcome message for Sam Coleridge and instructions on how to find a User ID or get password assistance. The footer contains the WebAdvisor 3.2 logo.

Choose the "Faculty (Self-Service)" link.



The screenshot shows the Lewis & Clark WebAdvisor Faculty Menu. The header includes the Lewis & Clark logo and navigation links for LOG OUT, MAIN MENU, FACULTY MENU, and CONTACT US. The main content area is titled "FACULTY - WEBADVISOR FOR FACULTY MENU" and contains instructions: "Use the menu option 'Faculty (Self Service)' to enter grades." Below this are three sections: "User Account" (with links for User Profile, Google Group Edit, and Emergency Contact Info), "Financial Information" (with link for Bank Information), and "Faculty Information" (with links for Class Roster, My Advisees, Student-Granted Access, Search for Sections, Student Course Permissions, Advisor Permission to Register, Notification of Academic Concern, Informer Reports, Network Adoption Fund, and Faculty (Self Service), which is circled in black). The footer contains the WebAdvisor 3.2 logo.

You will be passed through from WebAdvisor to *Self-Service*.

Your course sections (future, current and past) will be listed in Self-Service by semester, with the most recent (or future) semester at the top. Current and past semesters are below.

Choose the course section that you wish to view by clicking on the link.

Daily Work · Faculty · Faculty Overview

Manage your courses by selecting a section below

CAS - Spring 2024

Section	Times	Locations	Availability ⓘ
COBE-120-11: Words	M/W/F 1:50 PM - 2:50 PM 1/16/2024 - 4/25/2024	John R. Howard Hall, 203 Lecture	19 / 19 / 0
ENG-100-01: Topics in Lit: Jane Austen	M/W/F 11:30 AM - 12:30 PM 1/16/2024 - 4/25/2024	John R. Howard Hall, 245 Lecture	24 / 24 / 0

CAS - Fall 2023

Section	Times	Locations	Availability ⓘ
COBE-120-12: Words	M/W/F 1:50 PM - 2:50 PM 9/5/2023 - 12/12/2023	Miller Center, 208 Lecture	19 / 19 / 0
ENG-205-F1: Maj Periods/Issues English Lit	M/W/F 9:10 AM - 10:10 AM 9/5/2023 - 12/12/2023	Miller Center, 210 Lecture	20 / 20 / 0
ENG-312-01: The Early English Novel	M/W/F 11:30 AM - 12:30 PM 9/5/2023 - 12/12/2023	John R. Howard Hall, 123 Lecture	20 / 24 / 0

CAS - Spring 2023

Section	Times	Locations	Availability ⓘ
COBE-120-08: Words	M/W/F 1:50 PM - 2:50 PM 1/17/2023 - 4/27/2023	Miller Center, 208 Lecture	2 / 19 / 0
ENG-100-01: Topics: Gothic Literature	M/W/F 11:30 AM - 12:30 PM 1/17/2023 - 4/27/2023	Miller Center, 210 Lecture	3 / 26 / 0

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This will bring you to your class roster.

Click on the Permissions tab.

Section Details

[Back to Courses](#)

ENG-312-01: The Early English Novel

CAS - Fall 2023
CAS Campus

M/W/F 11:30 AM - 12:30 PM
9/5/2023 - 12/12/2023
John R. Howard Hall, 123 Lecture

Seats Available ⓘ 20 / 24 / 0

Waitlisted 0

Roster Grading **Permissions** Waitlist

Student Name	Student ID	Class Level
 Doug Aditch	2 [REDACTED]	Senior
 Rita Book	2 [REDACTED]	Senior
 Patti Kaake	2 [REDACTED]	Junior
 Olive Tree	2 [REDACTED]	Junior

You will be presented with two options. To override restrictions, or to provide instructor consent, choose the Faculty Consent button. (To find directions on waiving prerequisites, see instructions [here](#).)

ENG-312-01: The Early English Novel
CAS - Fall 2023
CAS Campus
M/W/F 11:30 AM - 12:30 PM
9/5/2023 - 12/12/2023
John R. Howard Hall, 123 Lecture
Seats Available 20 / 24 / 0

Waitlisted 0

Roster Grading Permissions Waitlist

Faculty Permissions

Choose one of the categories below:

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

Faculty Consent
Review and manage faculty consent.

FACULTY CONSENT – for use with courses which always require instructor consent, or courses which have *restrictions*. Restrictions are requirements such as Junior Standing or requirements that the student have a specific major, etc. (A course may have multiple restrictions, or may require both instructor consent AND that the student meet restrictions.)

- Using this option waives ALL required consent and/or restrictions. You do *not* have the ability to choose individual restrictions, or to waive consent but not restrictions.

TO PROVIDE FACULTY CONSENT AND/OR OVERRIDE RESTRICTIONS:

Click on the Faculty Consent button – you’ll see a list of students to whom you have already granted an override, and there will be a search field into which you can enter a student ID.

Roster Grading Permissions Waitlist

< Back To Faculty Permissions

Faculty Consent

Faculty Consent Status

Student Name or ID

Student	ID	Status	Updated By	Updated On	Explanation
Mason Jarr	2 [REDACTED]	Approved	S. Coleridge	9/21/2023 10:27:14 AM	Consent/Override restrict

While the search function will *ostensibly* search on name, you are STRONGLY urged to use Student ID number. (The student file is so large that the search by name may not work optimally.) Ask the student for the ID number when the student requests an exception to add your course.

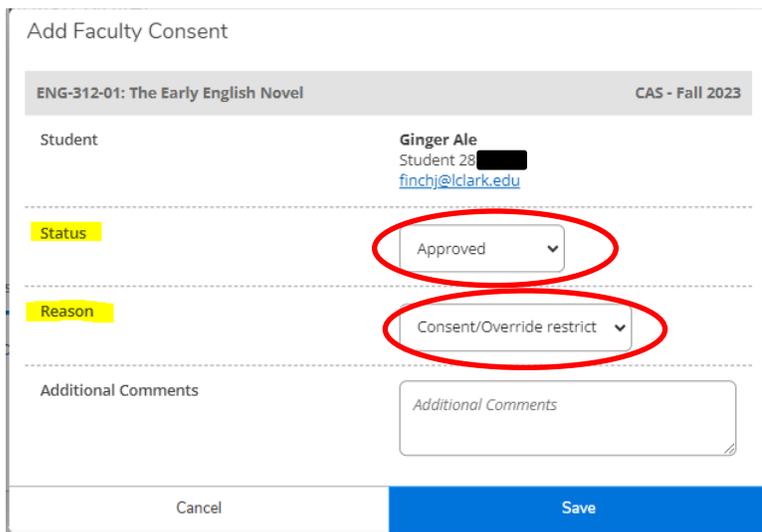
When you enter the ID number in the search box:

The student's name will appear. If this is the correct student, click on the name.



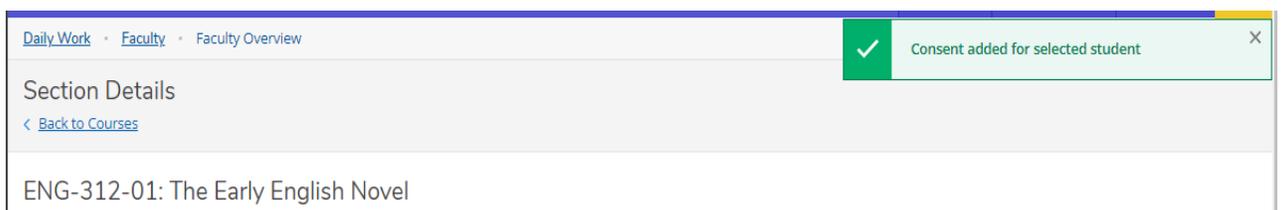
A search box with a magnifying glass icon. Below it, a search result is displayed: "285 [redacted]" followed by "Ginger Ale" (highlighted in yellow), "Bachelor of Arts - Undeclared Major".

1. From the "Status" drop-down list, choose "approved".
2. From the "Reason" drop-down list, choose "Consent/Override restriction"
3. You do **not** have to add a comment, but you can add one if you want to track why you gave consent ("major who needs course to graduate"). Please keep comments professional. **These comments are available to the student.**
4. Click on the "Save" button.



The "Add Faculty Consent" form for course "ENG-312-01: The Early English Novel" in "CAS - Fall 2023". The student is "Ginger Ale" with ID "285 [redacted]" and email "finchj@clark.edu". The "Status" dropdown is set to "Approved" and the "Reason" dropdown is set to "Consent/Override restrict", both highlighted with red circles. There is an "Additional Comments" text area and "Cancel" and "Save" buttons at the bottom.

You will receive a green "consent added" notification in the top right corner of the screen;



A screenshot of the system interface. At the top right, a green notification box says "Consent added for selected student" with a checkmark and a close button. Below the notification, the page shows "Section Details" for "ENG-312-01: The Early English Novel" with a "Back to Courses" link.

and you will see the student added to the list of students to whom you have given consent.

Daily Work · Faculty · Faculty Overview

Consent added for selected student

Section Details

[Back to Courses](#)

ENG-312-01: The Early English Novel

CAS - Fall 2023
CAS Campus

M/W/F 11:30 AM - 12:30 PM
9/5/2023 - 12/12/2023
John R. Howard Hall, 123 Lecture

Seats Available ⓘ 20 / 24 / 0

Waitlisted 0

Roster Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Faculty Consent

Faculty Consent Status

Student	ID	Status	Updated By	Updated On	Explanation
Ginger Ale	2859564	Approved	f S. Coleridge	9/29/2023 7:35:59 AM	Consent/Override restrict
Mason Jarr	2640912	Approved	S. Coleridge	9/21/2023 10:27:14 AM	Consent/Override restrict

To return to your roster, just click on the roster tab. (Or, to enter additional overrides, click on the blue “back to faculty permissions” link.)

Waitlisted 0

Roster Grading Permissions Waitlist

[Back To Faculty Permissions](#)

Requisite Waivers

Student Waiver Information

Student Name	Student ID
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You cannot currently remove permission that you have granted. If you need assistance during the add/drop period to revoke permission, please see information [here](#).