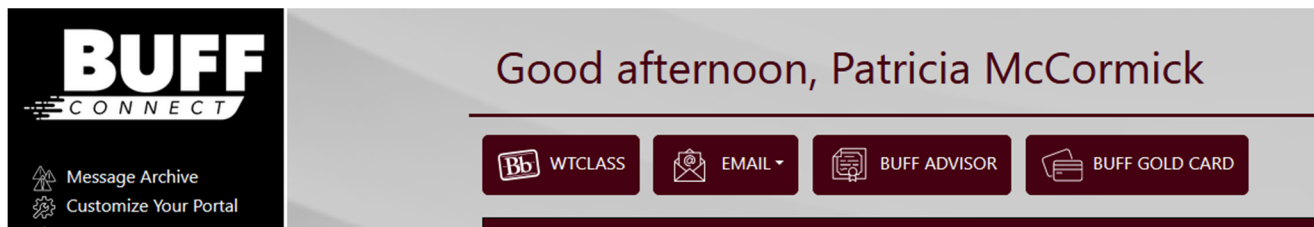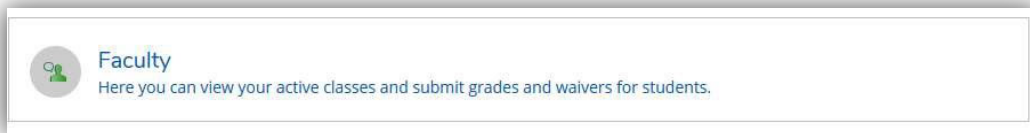## Student Self Service
Faculty Menu

1) Click on 'Buff Connect' from WT's homepage: www.wtamu.edu and log in.

2) Click on 'Buff Advisor'

3) Next click on the 'Faculty' option

4) The course sections where you are the "Faculty of Record" (assigned in Colleague to you) will be listed.

5) When you click on the course, you will be able to see the tab 'Roster'. The tab provides a list of students currently enrolled in the course. You will also see that you can email an individual student or you can "Email All" students in the class. You can also Print the roster from here or you can Export it and download a csv file to open in Excel
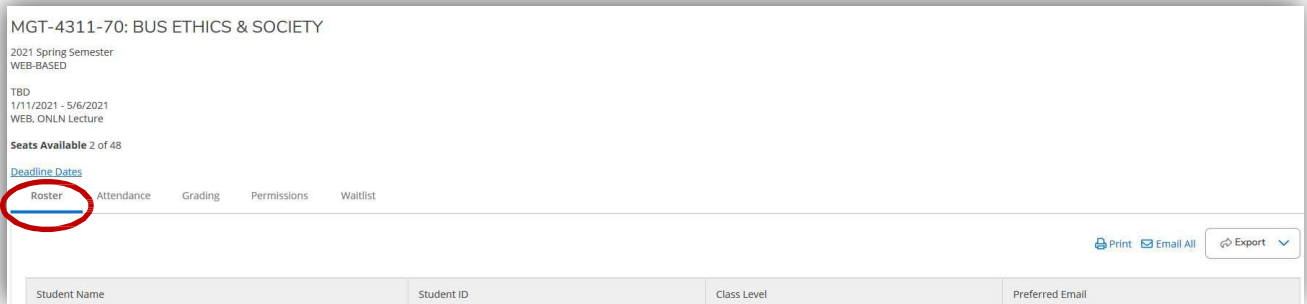
The 2nd tab, 'Attendance', allows you to maintain attendance information on students in the course if you desire. Most faculty are either relying on the card swipe system or putting attendance in WTClass. This is just another option that is available.

The 3rd tab, 'Grading', is for grading. However, at this time grading is done in WTClass and imported into Colleague.

The 4th tab, 'Permissions', you will see the options to allow permissions to students to be able to enroll themselves in the course. **SEE THE BELOW FOR INSTRUCTIONS ON PROVIDING PERMISSIONS**

The 5th tab, 'Waitlist', provides you a list of students that are currently waitlisted. Once the Registrar's office closes the waitlist (review these dates and other important dates on the Academic Calendar), these names will be removed.

PROVIDING FACULTY PERMISSIONS TO STUDENTS TO ENROLL IN COURSES.

IF the course has a Pre/Co-requisite, you can click on "Requisite Waiver" and waive the requisite. IF the course requires Instructor Consent, you can provide electronic consent using the "Faculty Consent" link. (Ability to grant "Student Petition" is limited as it allows an overload approval also).
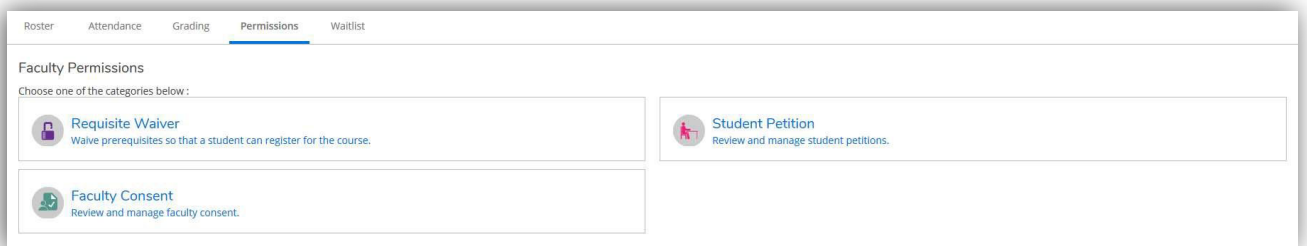
REQUISITE WAIVER

If the course doesn't have any requisites and you click that link, you will not be given the option to add a waiver. If the course does have requisites, it will tell you what the Prerequisite Information is:

If you enter a student ID number in the search bar on the far left, it will pull up the student. Click on the student name and it will open a popup box. ➡️

- Choose Approve or Deny.
- Choose a Waiver Reason.
- You can put in comments if desired.
- Click Save

It will now show you who has a requisite waiver with the explanation.
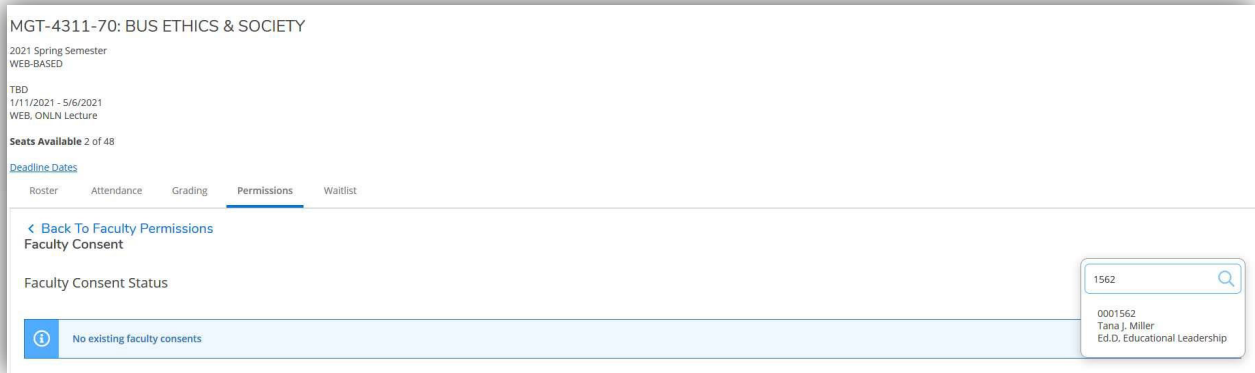
STUDENT PETITION/FACULTY CONSENT

If the course requires Instructor Consent, then you can click "Faculty Consent".
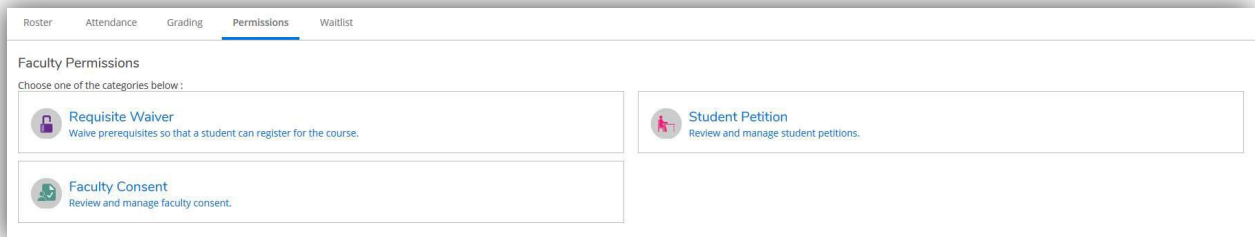
Here you would enter the student's ID number in the search bar on the right, then click on the student.

You get a popup box to "Add Faculty Consent".

- Choose Denied or Granted.

- You <u>must</u> add comments or it will not let you save.

- Click 'Save'**

You are unable to 'reverse' this once it is complete. So make sure that this is the correct student and the correct 'Status' selection, before saving.

Once saved, you will be able to see all of the students who have been given faculty consent.

IT IS IMPORTANT TO NOTE THAT STUDENTS MUST REGISTER THEMSELVES FOR THE COURSE ONCE YOU HAVE GRANTED EITHER THE REQUISITE WAIVER OR FACULTY CONSENT. Please tell them this when completing the requested waiver or permission.

Students are able to see their Petitions & Waivers when they log into Student Planning, Plan & Schedule, go to that semester and click Petitions & Waivers.