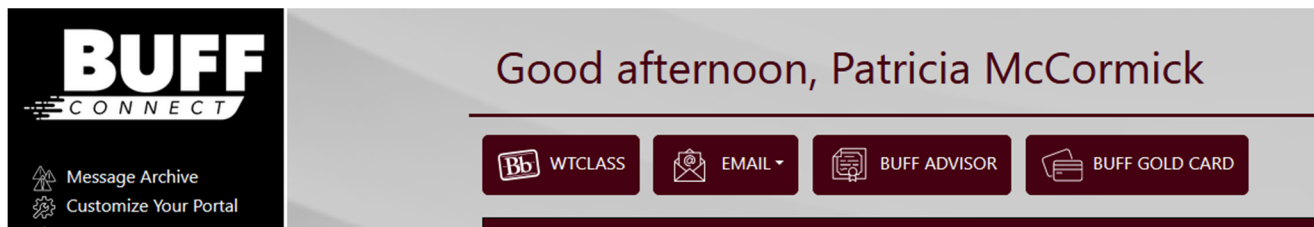
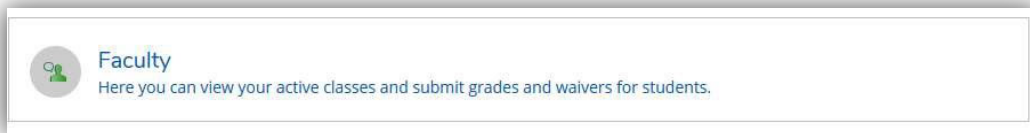


## Student Self Service Faculty Menu

- 1) Click on 'Buff Connect' from WT's homepage: [www.wtamu.edu](http://www.wtamu.edu) and log in.
- 2) Click on 'Buff Advisor'



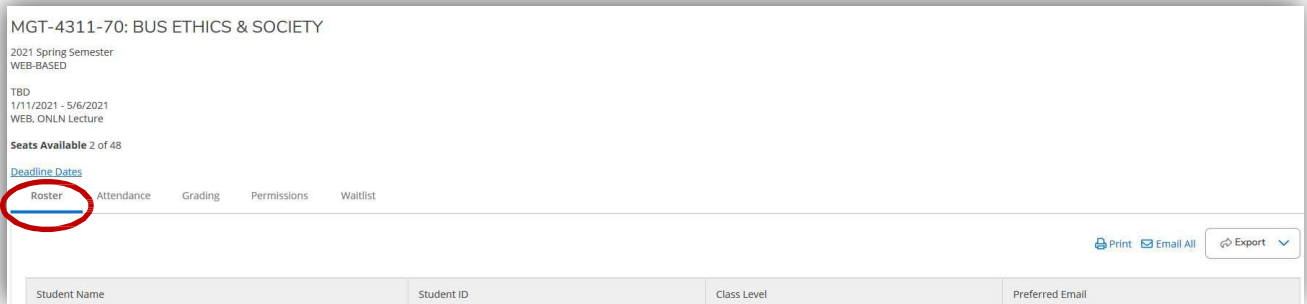
- 3) Next click on the 'Faculty' option



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

2021 Summer 1 Semester
Section
<a href="#">MGT-4311-70: BUS ETHICS &amp; SOCIETY</a>
2021 Spring Semester
Section
<a href="#">MGT-4311-70: BUS ETHICS &amp; SOCIETY</a>
2021 Winter Intersession
Section
<a href="#">MGT-4311C-C: BUS ETHICS &amp; SOCIETY</a>

- 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 2<sup>nd</sup> 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.

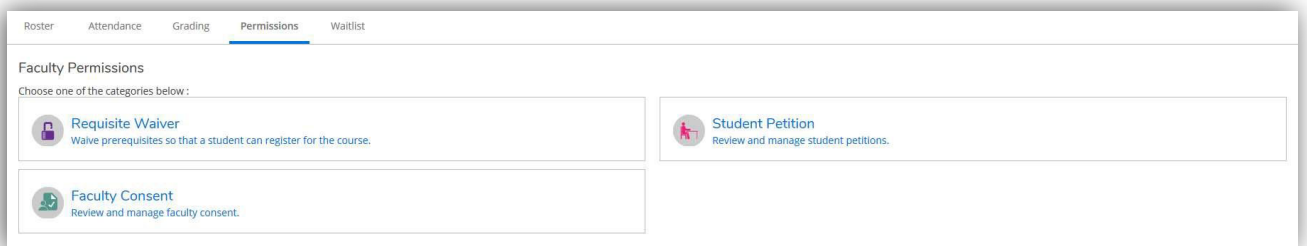
The 3<sup>rd</sup> tab, 'Grading', is for grading. However, at this time grading is done in WTClass and imported into Colleague.

The 4<sup>th</sup> 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 5<sup>th</sup> 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 prerequisites and you click that link, you will not be given the option to add a waiver. If the course does have prerequisites, it will tell you what the Prerequisite Information is:

MGT-4311-70: BUS ETHICS & SOCIETY  
2021 Spring Semester  
WEB-BASED  
TBD  
1/11/2021 - 5/6/2021  
WEB, ONLN Lecture  
Seats Available 2 of 48  
Deadline Dates

Roster Attendance Grading **Permissions** Waitlist

< Back To Faculty Permissions  
Requisite Waivers

Student Waiver Information

Student Name or ID

No existing student waivers

Prerequisite Information

Course	Enforcement	Timing
Junior standing	Required	Previous

Corequisite Information  
No corequisites

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

Add Student Waiver

CRIJ-4356-70: PRIN EMERGENCY MGT 2019 Spring Semester

Student Miller, Tana J.  
Student 0001562  
tmiller@vtamu.edu

Approve  Deny

Waiver Reason

Select a reason...

- Transfer credit for prereq
- Pend test: cred for prereq
- Currently in prereq
- Allow concurrent with req
- Adequate knowledge
- Other reason

Comments

Cancel Save

0001562

0001562  
Miller, Tana J.  
MA UNDECLARED

It will now show you who has a requisite waiver with the explanation.

Roster Attendance Grading Books **Permissions**

< Back To Faculty Permissions  
Requisite Waivers

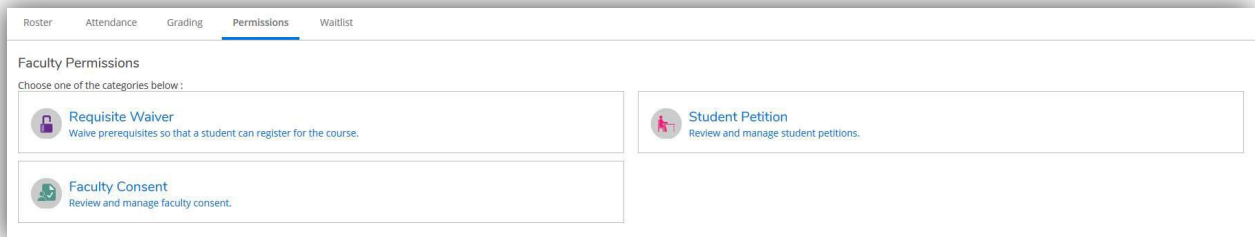
Student Waiver Information

Student Name	Student ID	Authorized By	Updated On	Explanation
Miller, Tana J.	0001562	Li, X	11/2/2018 5:28:40 PM	Other reason

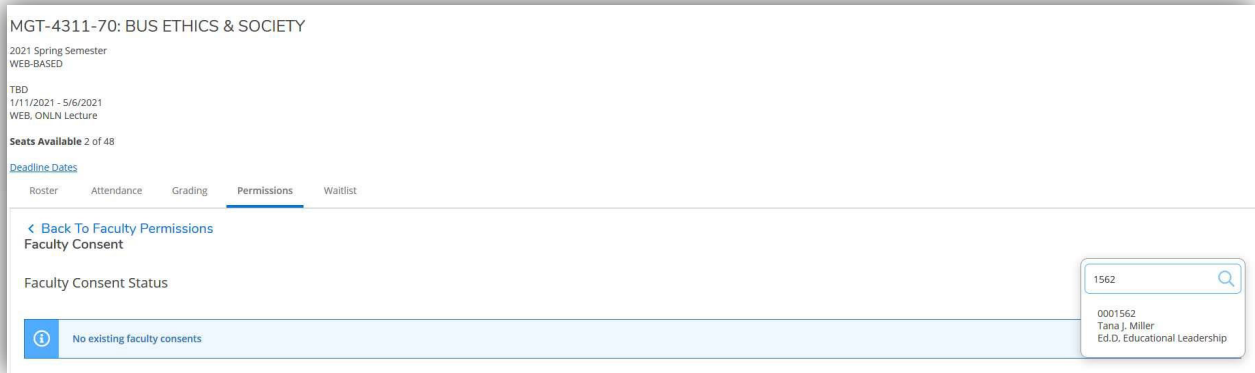
Prerequisite Information

## 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 must 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.

The screenshot shows a web interface with a navigation bar at the top containing 'Roster', 'Attendance', 'Grading', 'Permissions', and 'Waitlist'. The 'Permissions' tab is selected. Below the navigation bar, there is a breadcrumb trail: '< Back To Faculty Permissions' and 'Faculty Consent'. A search box on the right is labeled 'Student Name or ID'. The main content area is titled 'Faculty Consent Status' and contains a table with the following data:

Student	ID	Status	Updated By	Updated On	Explanation
Tana J. Miller	0001562	Granted	White, M	2/11/2021 10:57:23 AM	Test for Registrar's ... <a href="#">more</a>

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.

The screenshot shows a section titled 'Student Petition(s)' with the text 'No existing petitions'. Below this is a section titled 'Faculty Consent(s)' with a table containing the following data:

Course	Section	Term/Period	Status	Updated On	Reason
CRJ-4356	70	2019 Spring Semester	Granted	11/2/2018 5:36:51 PM	
IDS-1071	70	2018 Spring Semester	Granted	10/10/2017 5:03:52 PM	
MGT-4311	70	2021 Spring Semester	Granted	2/11/2021 10:57:23 AM	

Below the Faculty Consent table is a section titled 'Requisite Waiver(s)' with a table containing the following data:

Course	Section	Term/Period	Status	Requisites
CRJ-4356	70	2019 Spring Semester	Waived	POSC*2305, POSC*2306
CRJ-4356	70	2019 Spring Semester	Waived	POSC*2306