Student Self Service
Faculty Menu

In Buff Advisor, go to the Faculty Menu tab and click on “Student Planning” under Faculty Information.

Once in Student Self Service (Student Planning), click on “Daily Work” and then the “Faculty” link.

NOTE: you can also expand the menu and choose Faculty under “Daily Work” there.
Course sections where you are the “Faculty of Record” (assigned in Colleague to you), will be listed.

When you click on the course, you will be able to see the roster of students currently enrolled in the course.

On the 2\textsuperscript{nd} tab, you will see the options to allow permissions to students to be able to enroll themselves in the course. 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 “Student Petition/Faculty Consent” link.
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:

To create a Requisite Waiver, Click on “+Add New”. You will get a popup box to enter the information for the waiver.

Enter the student’s WTAMU ID number.

Choose “Approve” or “Deny”

Choose a reason for the waiver from the Drop Down menu.

Add comments – especially if you choose ‘Other reason’.

Then “Save”.
It will now show you who has a requisite waiver with the explanation.

STUDENT PETITION/FACULTY CONSENT

If the course requires Instructor Consent, you can click “+Add New” next to “Faculty Consent Status”. (you shouldn’t see the “+Add New” on “Student Petition/Faculty Consent” Option because that is related to a student enrolling in an overload.)

You will get a popup box to enter the requirement information.

Enter the WTAMU Student ID number

In “Status” choose “Denied” or “Granted”.

Type in any additional comments you want for tracking, etc.

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.