

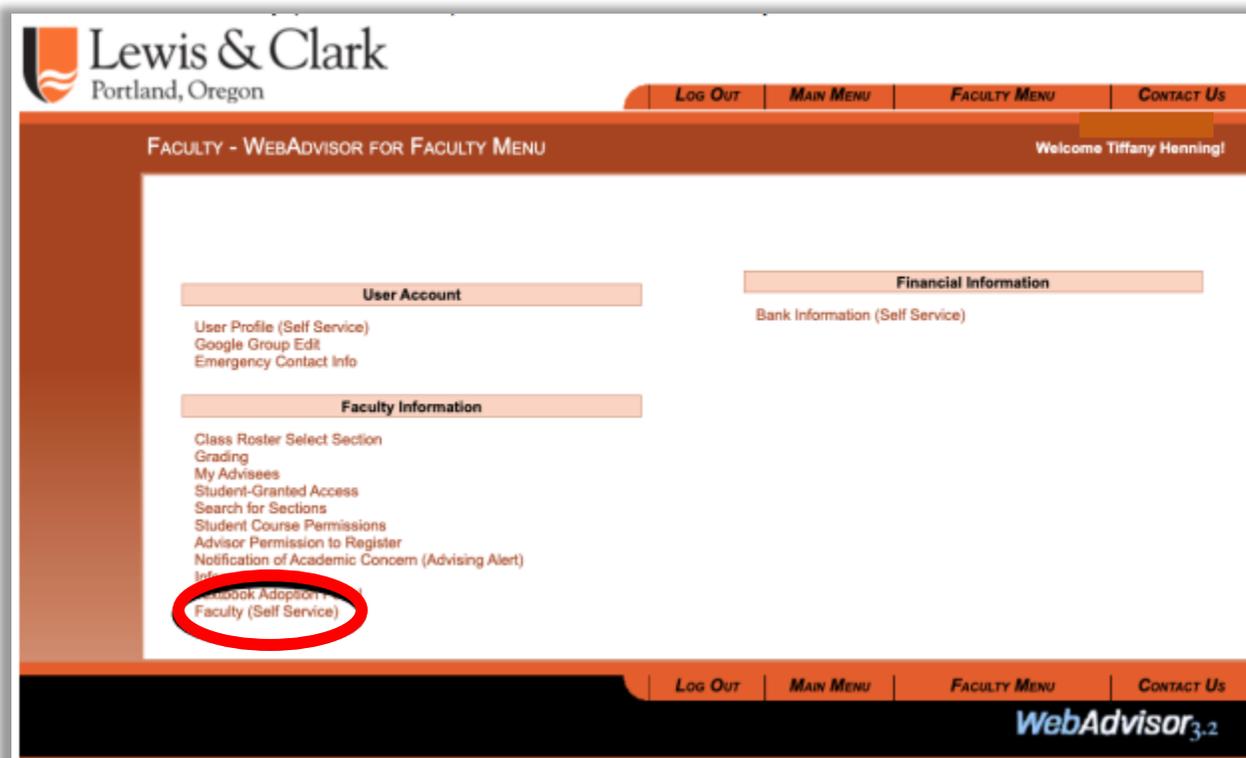
How to Give Prerequisite Overrides

As we transition away from WebAdvisor to the new Self Service, your roster screens are going to look a little different. Please follow these steps to override prerequisites for your course section(s).

1. Login to WebAdvisor at: <https://webadvisor.lclark.edu>
2. Once you've logged in, click on the "Faculty" link.



3. Select the "Faculty (Self Service)" link under the "Faculty Information" section.



4. Select the course section you wish to provide the override for. *Note: Your course sections are listed by term, with the current term listed on the bottom and future terms listed on top.*

Manage your courses by selecting a section below

Grad - Spring 2023

Section	Times	Locations	Availability ⓘ
AT-582-01: Art Therapy Internship	M 9:00 AM - 12:00 PM 1/9/2023 - 4/24/2023	To Be Announced, TBA Lecture	7 / 7 / 0
AT-582-02: Art Therapy Internship	M 1:00 PM - 4:00 PM 1/9/2023 - 4/24/2023	To Be Announced, TBA Lecture	7 / 7 / 0
AT-511-01: Helping Relationship:AT	W 9:00 AM - 12:15 PM 1/11/2023 - 4/19/2023	To Be Announced, TBA Lecture	14 / 15 / 0
AT-570-01: Art Therapy Candidacy	Th 9:00 AM - 10:00 AM 1/12/2023 - 3/23/2023 M/Th 9:00 AM - 11:30 AM 4/3/2023 - 4/17/2023 Th - 4/20/2023 - 4/20/2023	To Be Announced, TBA Lecture To Be Announced, TBA Lecture To Be Announced, TBA Lecture	8 / 8 / 0

Grad - Fall 2022

Section	Times	Locations	Availability ⓘ
AT-530-02: Clncl Assess/Graphic Means	W 9:00 AM - 12:15 PM 9/7/2022 - 12/14/2022	To Be Announced, TBA Lecture	0 / 8 / 2
AT-530-03: Clncl Assess/Graphic Means	W 1:00 PM - 4:15 PM 9/7/2022 - 12/14/2022	To Be Announced, TBA Lecture	2 / 8 / 0
AT-582-01: Art Therapy Internship	M 9:00 AM - 12:00 PM 9/12/2022 - 12/12/2022	To Be Announced, TBA Lecture	0 / 7 / 0

5. Select "Permissions"

Section Details

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AT-570-01: Art Therapy Candidacy

Grad - Spring 2023
Graduate Campus

Th 9:00 AM - 10:00 AM
1/12/2023 - 3/23/2023
Rogers Hall, 219 Lecture

Seats Available ⓘ 6 / 8 / 0

Waitlisted 0

Roster Grading **Permissions** Waitlist

Student Name	Student ID	Class Level
Test Student1 She/Her/Hers	123456	
Test Student2 She/Her/Hers	123457	

6. Select "Requisite Waiver"

Section Details
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AT-570-01: Art Therapy Candidacy
Grad - Spring 2023
Graduate Campus
Th 9:00 AM - 10:00 AM
1/12/2023 - 3/23/2023
Rogers Hall, 219 Lecture
Seats Available 6 / 8 / 0

Waitlisted 0
Roster Grading **Permissions** Waitlist

Faculty Permissions
Choose one of the categories below:

- Requisite Waiver**
www.pearsoncmg.com help articles for the course.
- Faculty Consent
Review and manage faculty consent.

7. You will be able to view prerequisites and corequisites for this course, as well as any prior overrides given for this section.
IMPORTANT NOTE: Prerequisite override will override ALL prerequisites. It will NOT override corequisites.

AT-570-01: Art Therapy Candidacy
Grad - Spring 2023
Graduate Campus
Th 9:00 AM - 10:00 AM
1/12/2023 - 3/23/2023
Rogers Hall, 219 Lecture
Seats Available 6 / 8 / 0

Waitlisted 0
Roster Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Requisite Waivers

Student Waiver Information
test student

No existing student waivers

Prerequisite Information

Course	Enforcement	Timing
AT-530	Required	Previous
take AT-510	Required	Previous
Take at-501	Required	Previous

Corequisite Information
No corequisites

8. In the 'Student Name or ID' search field, enter the student name or 7 digit ID number. Note: The search results retrieve *all* person records in Colleague. **It is highly recommended you search by ID number.** You will also be able to view prior overrides given for this section on this screen.

Section Details
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AT-570-01: Art Therapy Candidacy
Grad - Spring 2023
Graduate Campus
Th 9:00 AM - 10:00 AM
1/12/2023 - 3/23/2023
Rogers Hall, 219 Lecture
Seats Available 6 / 8 / 0

Waitlisted 0
Roster Grading **Permissions** Waitlist

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Requisite Waivers
Student Waiver Information

Student Name or ID

test student

123456
Test Student1
Master of Arts in Art
Therapy
Certificate in Eating
Disorders

123457
Test Student2
Master of Arts in Art
Therapy

123458
Test Student3
Master of Arts in Art
Therapy

9. A pop-up window will appear. Select the "Approved" button. Enter an optional comment. Select **Save**

Add Student Waiver

AT-570-01: Art Therapy Candidacy Grad - Spring 2023

Student **Test Student3**
Student **123456**
cwhetstine@lclark.edu

Approve Deny

Comments
Requisites transferred in from OSU

Cancel Save

10. You will receive confirmation that the prerequisite override has been granted to the student for your specific section.

The screenshot displays a web interface for managing course sections. At the top right, a green notification bubble with a checkmark and the text "Waiver added for selected student" is circled in red. Below this, the "Section Details" for "AT-570-01: Art Therapy Candidacy" are shown, including the semester (Grad - Spring 2023), campus (Graduate Campus), time (Th 9:00 AM - 10:00 AM), dates (1/12/2023 - 3/23/2023), and location (Rogers Hall, 219 Lecture). The "Seats Available" is 6/8/0. The "Waitlisted" count is 0. The "Permissions" tab is active, showing "Requisite Waivers". A search bar for "Student Name or ID" is present. Below the search bar, a table lists the waiver information, which is circled in red. The table has columns for Student Name, Student ID, Authorized By, Updated On, and Explanation.

Student Name	Student ID	Authorized By	Updated On	Explanation
Test Student3	123456	Bella, K	9/20/2023 1:47:27 PM	Requisites transferr ... more

Please contact the Graduate Registrar's Office with any questions.

gradreg@lclark.edu

503-768-6030

Rogers 301