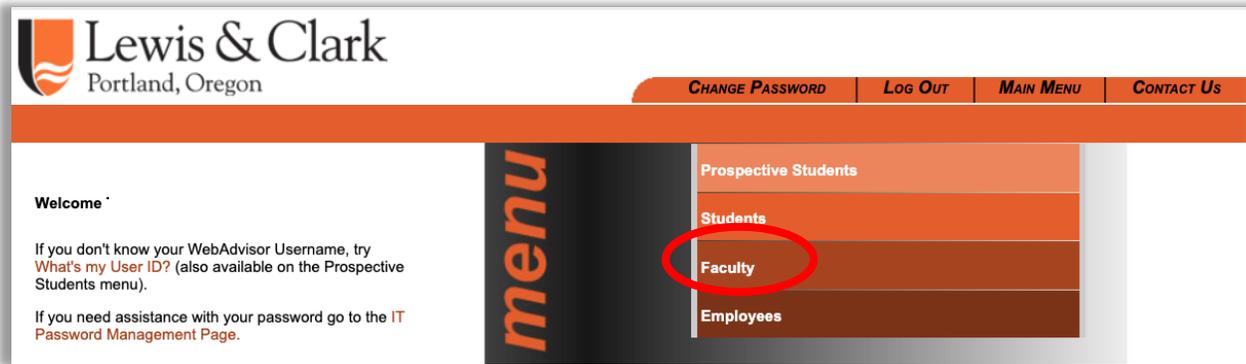


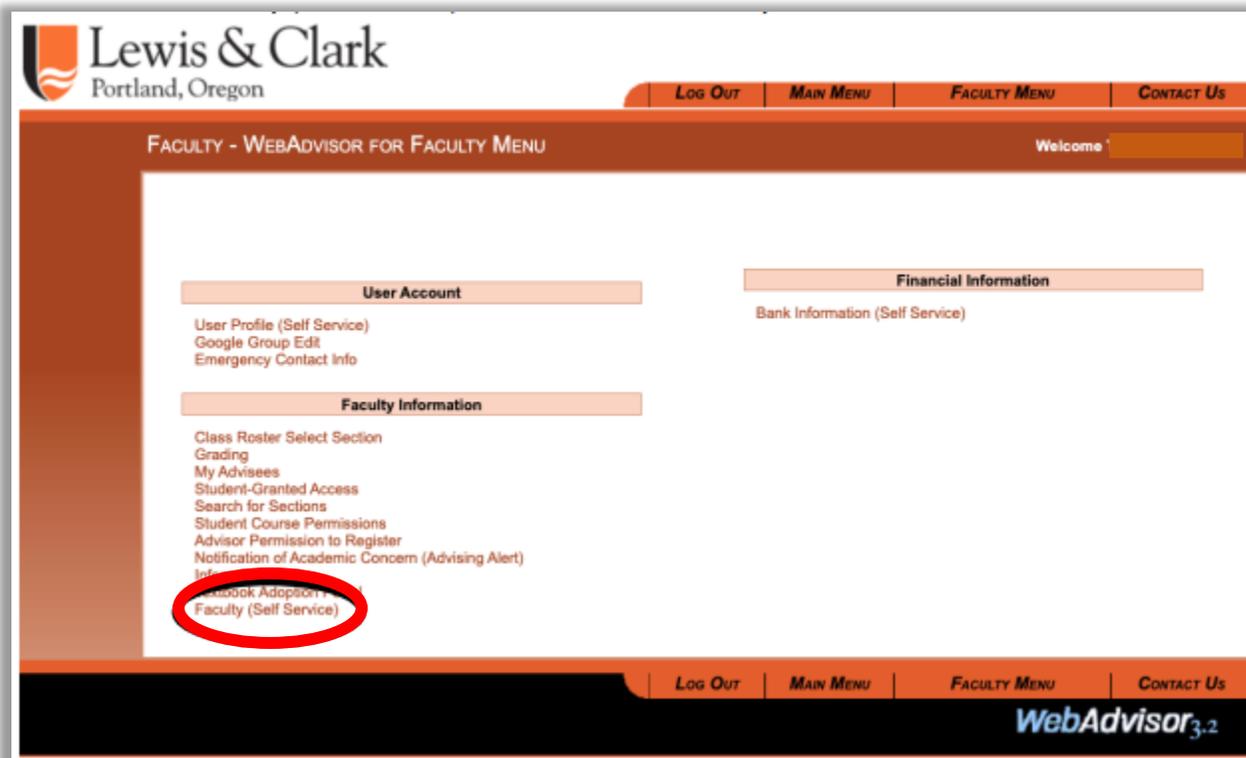
How to Give Instructor Consent

As we transition away from WebAdvisor to the new Self Service, your roster screens will look a little different. Please follow these steps to grant instructor consent 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 want to provide consent 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

[Back to Courses](#)

AT-582-01: Art Therapy Internship

Grad - Spring 2023
Graduate Campus

M 9:00 AM - 12:00 PM
1/9/2023 - 4/24/2023
Rogers Hall, 217 Lecture

Seats Available ⓘ 4 / 7 / 0

Waitlisted 0

Roster Grading **Permissions** Waitlist

Student Name	Student ID	Class Level
 Chosen First Chosen Last She/Her/Hers	123456	
 Test Student1 She/Her/Hers	123457	
 Test Student2 She/Her/Hers	123458	

6. Select "Faculty Consent"

Section Details
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AT-582-01: Art Therapy Internship
Grad - Spring 2023
Graduate Campus
M 9:00 AM - 12:00 PM
1/9/2023 - 4/24/2023
Rogers Hall, 217 Lecture

Seats Available 4 / 7 / 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.

7. 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 permissions given for this section on this screen.

Section Details
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AT-582-01: Art Therapy Internship
Grad - Spring 2023
Graduate Campus
M 9:00 AM - 12:00 PM
1/9/2023 - 4/24/2023
Rogers Hall, 217 Lecture

Seats Available 3 / 7 / 0

Waitlisted 0

Roster Grading **Permissions** Waitlist

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Faculty Consent

Faculty Consent Status

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

8. A pop-up window will appear. In the **Status** drop down menu select “Approved”. In the **Reason** drop down menu select “Consent/Override restrict”. You will be required to enter a comment in the **Additional Comments** field. Select **Save**

Add Faculty Consent

AT-582-01: Art Therapy Internship Grad - Spring 2023

Student: **Test Student3**
Student ID: 123458
Email: cwhetstine@lclark.edu

Status: **Approved** ▼

Reason: **Consent/Override restrict** ▼

Additional Comments: **Meets requirements**

Cancel Save

9. You will receive confirmation that the student has been granted consent to register for your specific section.

Daily Work · Faculty · Faculty Overview

Section Details
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AT-582-01: Art Therapy Internship
Grad - Spring 2023
Graduate Campus
M 9:00 AM - 12:00 PM
1/9/2023 - 4/24/2023
Rogers Hall, 217 Lecture
Seats Available 3 / 7 / 0

Waitlisted 0
Roster · Grading · **Permissions** · Waitlist

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Faculty Consent

Faculty Consent Status Student Name or ID 🔍

Student	ID	Status	Updated By	Updated On	Explanation
Test Student3	123456	Approved	Bella, K	9/20/2023 12:29:23 PM	Consent/Override restrict Meets requirements

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

gradreg@lclark.edu

503-768-6030

Rogers 301