

Lewis & Clark Graduate School

Self-Service - Prerequisite Overrides

Basic Navigation

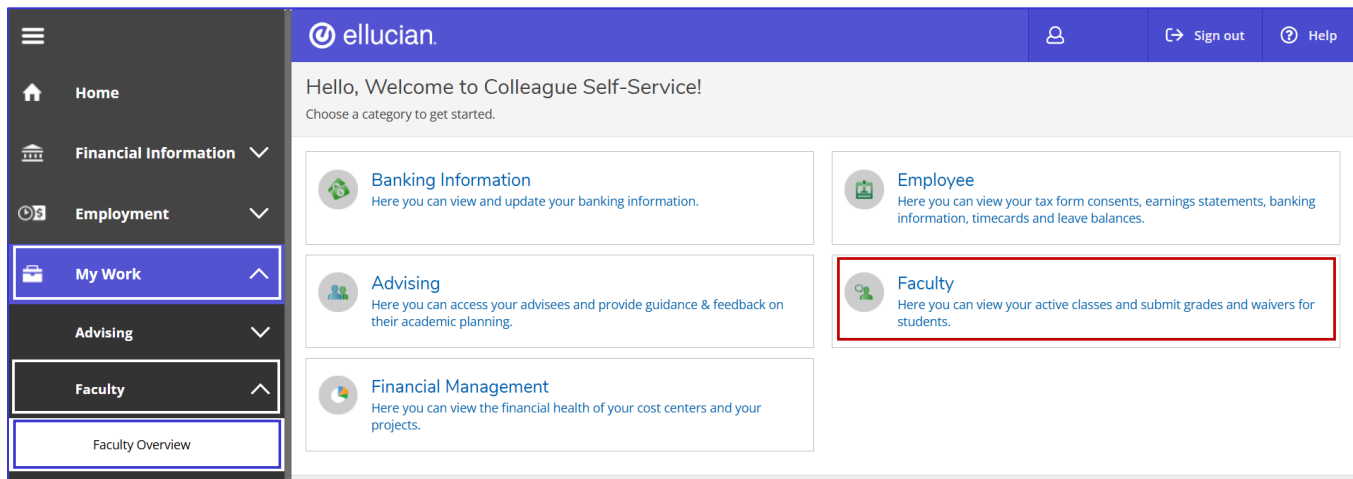
As we transition away from WebAdvisor to **Self-Service**, your roster screens are going to look a little different. Please follow these steps to override prerequisites for your course section(s).

How to Access Self-Service

- **Go to the Website:** Navigate to **graduate.lclark.edu**.
- **Find the Registrar:** Click on the link labeled **Registrar**.
- **Locate Self-Service:** Scroll down the page until you see the **Self-Service Link**.
- **Log In:** Enter your **LC username and password** to sign in.

You can access the Faculty page two ways:

- **From the homepage:** Click the **Faculty** tile.
- **From the hamburger menu (≡) at the top left:** Select **My Work**, then **Faculty** and then choose **Faculty Overview** from the drop-down menu.



- **Select** the course section you want to provide consent for.

Note: Your course sections are listed by semester, with the current semester listed on the bottom and future semesters listed on top.

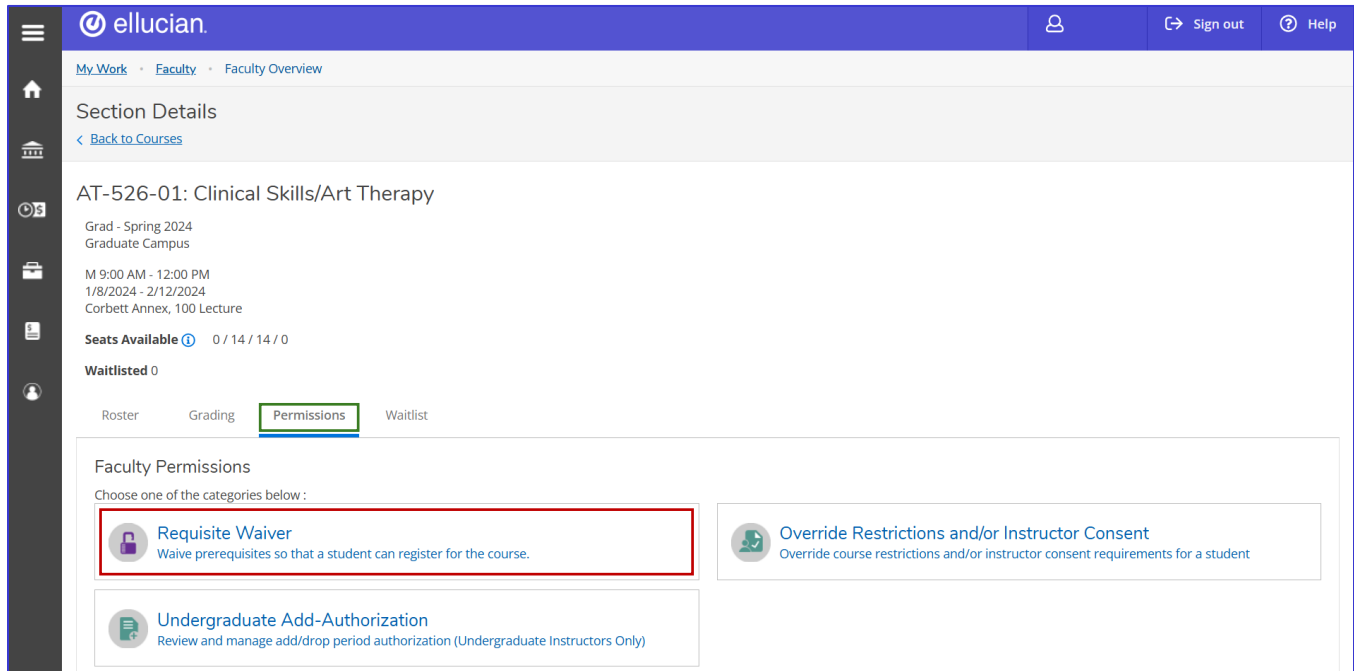
The screenshot shows the ellucian Faculty Overview page. The header includes the ellucian logo, a user profile icon, and links for 'Sign out' and 'Help'. The breadcrumb trail is 'My Work > Faculty > Faculty Overview'. The main heading is 'Manage your courses by selecting a section below'. There are two tables of course sections. The first table is for 'Grad - Spring 2024' and has columns for Section, Times, Locations, Availability, Books, and Census Dates. The first row in this table, 'AT-526-01: Clinical Skills/Art Therapy', is highlighted with a red box. A red arrow points from the 'Section' column header to this row. Other rows include 'AT-517-02: Art Therapy/Trauma Treatment', 'AT-526-01: Clinical Skills/Art Therapy', 'AT-570-02: Art Therapy Candidacy', and 'CTSP-595-01: Master's Thesis Research'. The second table is for 'Grad - Fall 2023' and has the same columns. The first row is 'AT-501-CW: Theories of Cnsling'.

Grad - Spring 2024						
Section	Times	Locations	Availability ⓘ	Books	Census Dates	
AT-526-01: Clinical Skills/Art Therapy	M 9:00 AM - 12:00 PM 1/8/2024 - 2/12/2024	Corbett Annex, 100 Lecture	0 / 14 / 14 / 0			
AT-517-02: Art Therapy/Trauma Treatment	TBD	TBD	15 / 0 / 15 / 0			
AT-526-01: Clinical Skills/Art Therapy	TBD	TBD	1 / 0 / 1 / 0			
AT-570-02: Art Therapy Candidacy	TBD	TBD	8 / 0 / 8 / 0			
CTSP-595-01: Master's Thesis Research	TBD	TBD	2 / 0 / 2 / 0			

Grad - Fall 2023						
Section	Times	Locations	Availability ⓘ	Books	Census Dates	
AT-501-CW: Theories of Cnsling	M 9:00 AM - 12:15 PM	TBD	1 / 0 / 1 / 0			

- Select **Permissions**, then select **Requisite Waiver**.

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.

- In the **Student Name or ID** search field, enter the student's name or **7-digit ID number**.
- Click the **Magnifying Glass** (🔍) icon.
- **Select** the student from the dropdown menu.

You will also be able to view prior overrides given for this section on this screen.

Note: The search results retrieve **ALL** person records in Colleague. **It is highly recommended you search by ID number.**

The screenshot shows the ellucian interface for a faculty member's overview of a section. The section is AT-526-01: Clinical Skills/Art Therapy. The 'Permissions' tab is selected. A search box for student ID is highlighted with a red box, and a dropdown menu showing search results for ID 123456 is also highlighted with a red box. A red arrow points to the search box.

Section Details
[Back to Courses](#)

AT-526-01: Clinical Skills/Art Therapy
 Grad - Spring 2024
 Graduate Campus
 M 9:00 AM - 12:00 PM
 1/8/2024 - 2/12/2024
 Corbett Annex, 100 Lecture
 Seats Available 0 / 14 / 14 / 0
 Waitlisted 0

Roster Grading **Permissions** Waitlist

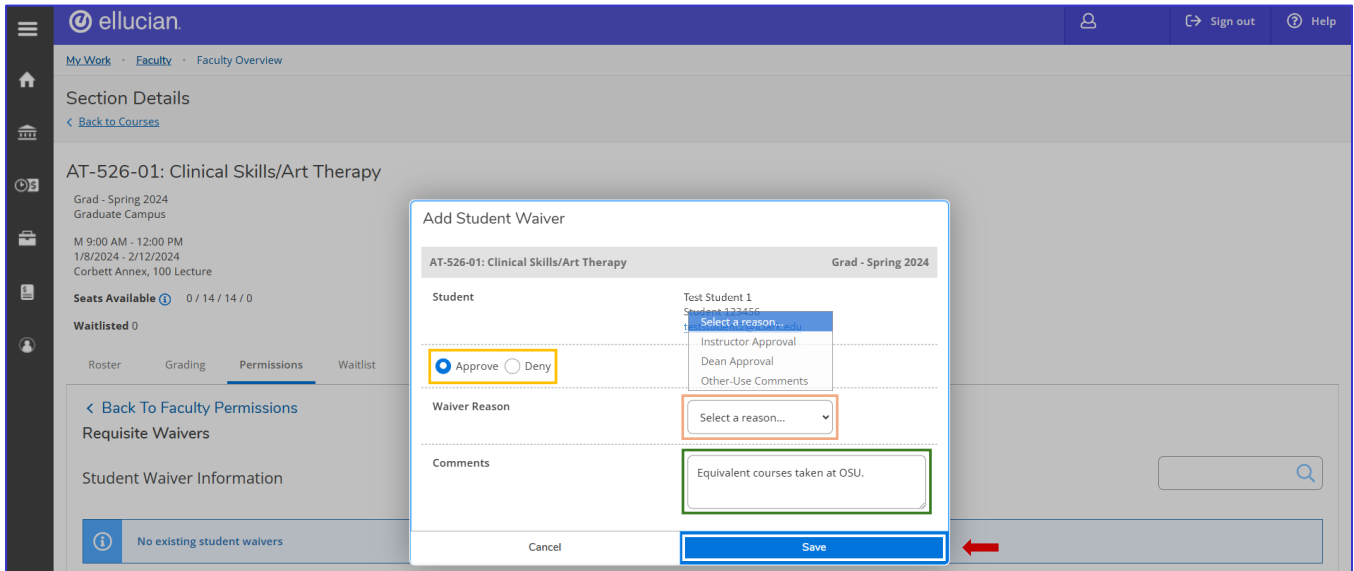
[Back To Faculty Permissions](#)
 Requisite Waivers
 Student Waiver Information
 No existing student waivers

Prerequisite Information

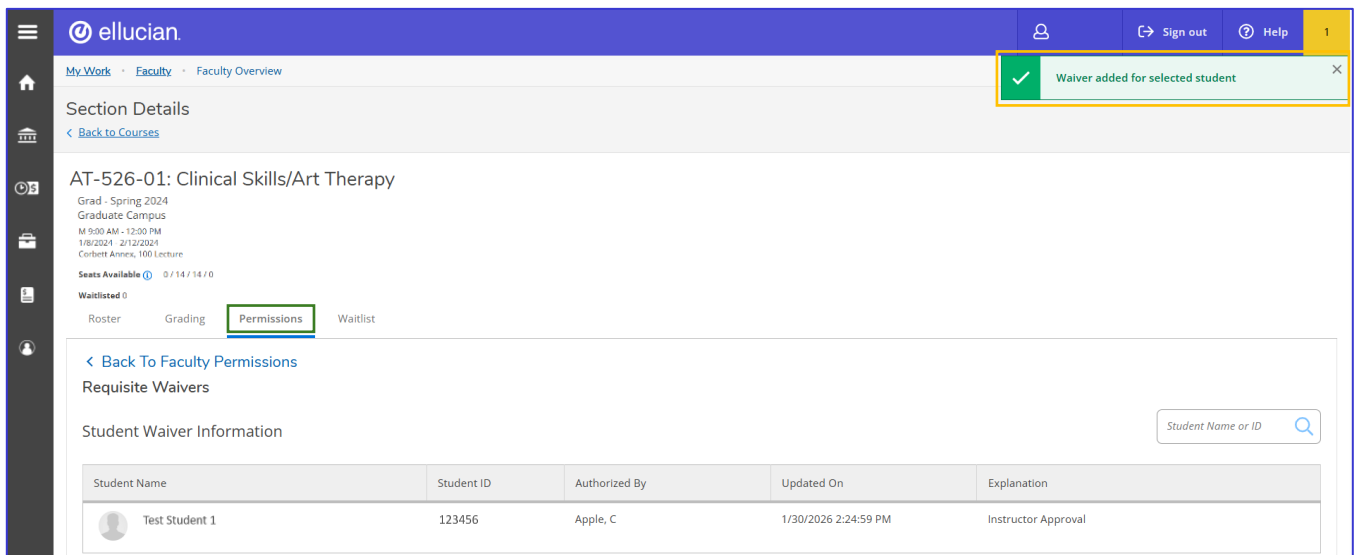
Course	Enforcement	Timing
AT-511	Required	Previous

Corequisite Information

- A pop-up window will appear. Select the **Approved** button.
- Select **Waiver Reason**.
- Enter comment. (optional)
- Select **Save**.



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



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

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Rogers 301