

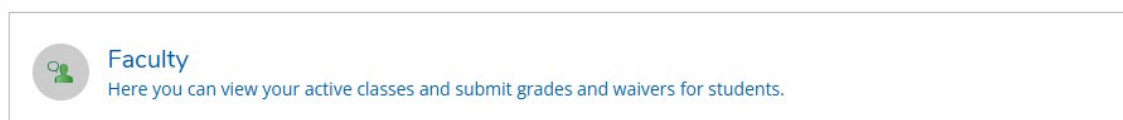
Providing Instructor Consent & Requisite Waivers in Self-Service

Note: These permissions will only work prior to the deadline to add a course without signatures (see [Academic Calendar](#) for these dates). If students have any holds or are going into academic overload, they will not be able to add the course in Self-Service, even when you give permission in Self-Service. An [add & drop form](#) will be required.

Instructor Consent

This works for courses that are restricted by Instructor Permission only. If you have questions about whether this will work for your course, please email registrar@whitworth.edu or call 509-777-3205.

1. In Self-Service, click into your [faculty menu](#):



2. From your courses list, select the section that requires instructor consent.
3. From the “Section Details” screen, select the permissions tab:

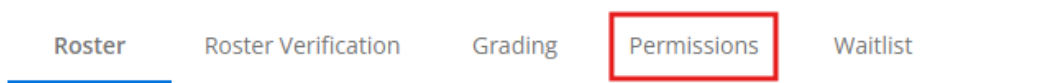
2025 Fall Semester
Whitworth Campus

M/W/F 8:00 PM - 9:00 PM
10/15/2025 - 12/12/2025
Weyerhaeuser Hall, 205 Regular Course

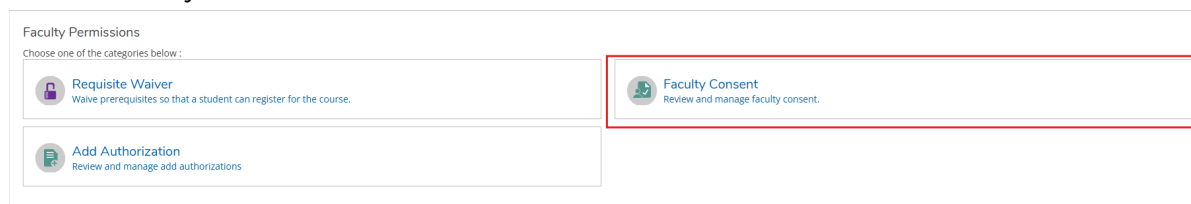
Seats Available ⓘ 17 / 18 / 0

[Deadline Dates](#)

Waitlisted 0



4. Select “Faculty Consent”:



- On the right side, there's a search box. You can search for a student by their name or their ID number. You must press enter to activate the search. Once you select the student you're looking for, this box appears:

Add Faculty Consent

SC-101-TEST: Intro to Flourishing Life
2025 Fall Semester

Student

Emilee Langbehn Bosh
Scarlet Smith
Ashley Townzen

Status

Approved

Reason

Select a reason...

Additional Comments

Select a reason...
Instructor consent
Other

Cancel

Save

- It will require you to select a reason; additional comments are optional. Press save.

- After you've given permissions, you can find a list of permissions given. It looks like this:

Faculty Consent Status

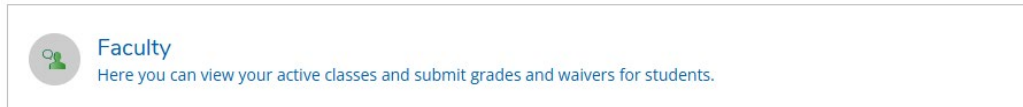
Student	ID	Status	Updated By	Updated On	Explanation
 Emilee Langbehn Bosh		Approved	Ashley Townzen	10/15/2025 3:23:21 PM	test
 Scarlet Smith		Approved	Ashley Townzen	10/15/2025 4:02:43 PM	test
 Ashley Townzen		Approved	Jose L. Ortiz	10/15/2025 11:04:00 AM	This is a test

- This process does not send a notification to the student, you will need to let the student know they have been given permission to register for the course in their Self-Service.

Requisite Waiver

For pre-requisites or co-requisites - not for course restrictions (ex: class standing restrictions, major restrictions, etc.). If you have questions about whether this will work for your course, please email registrar@whitworth.edu or call 509-777-3205.

1. In Self-Service, click into your [faculty menu](#):



2. From your courses list, select the section that requires instructor consent.
3. From the "Section Details" screen, select the permissions tab:

M/W/F 8:00 PM - 9:00 PM
10/15/2025 - 12/12/2025
Weyerhaeuser Hall, 205 Regular Course

Seats Available ⓘ 17 / 18 / 0

[Deadline Dates](#)

Waitlisted 0

Roster

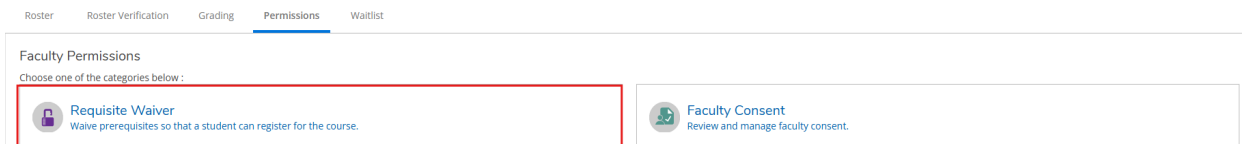
Roster Verification

Grading

Permissions

Waitlist

4. Select "Requisite Waiver":



5. On the right side, there's a search box. You can search for a student by their name or their ID number. You must press enter to activate the search. Once you select the student you're looking for, this box appears:

A screenshot of the "Add Student Waiver" form. At the top, it says "Add Student Waiver". Below that, there's a header bar with "SC-101-TEST: Intro to Flourishing Life" on the left and "2025 Fall Semester" on the right. Under the header, there's a "Student" label followed by a dashed line. Below that, there are two radio buttons: "Approve" (selected) and "Deny". Below that, there's a "Waiver Reason" label followed by a dropdown menu. The dropdown menu is open, showing options: "Select a reason...", "Faculty Discretion", "Equivalent transfer work", "Taking concurrently", and "Other". Below the dropdown, there's a "Comments" label followed by a text area. At the bottom, there are two buttons: "Cancel" and "Save".

6. It will require you to select a reason; additional comments are optional. Press save.
7. After you've given permissions, you can find a list of permissions given. It looks like this:

Roster Roster Verification Grading **Permissions** Waitlist

[← Back To Faculty Permissions](#)

Requisite Waivers

Student Waiver Information Student Name or ID 

Student Name	Student ID	Authorized By	Updated On	Explanation
		Ashley Townzen	10/15/2025 4:03:33 PM	Faculty Discretion

Prerequisite Information

Course	Enforcement	Timing
Take MA-171	Required	Previous or Concurrent

Corequisite Information

No corequisites

8. This process does not send a notification to the student, you will need to let the student know they have been given permission to register for the course in their Self-Service.