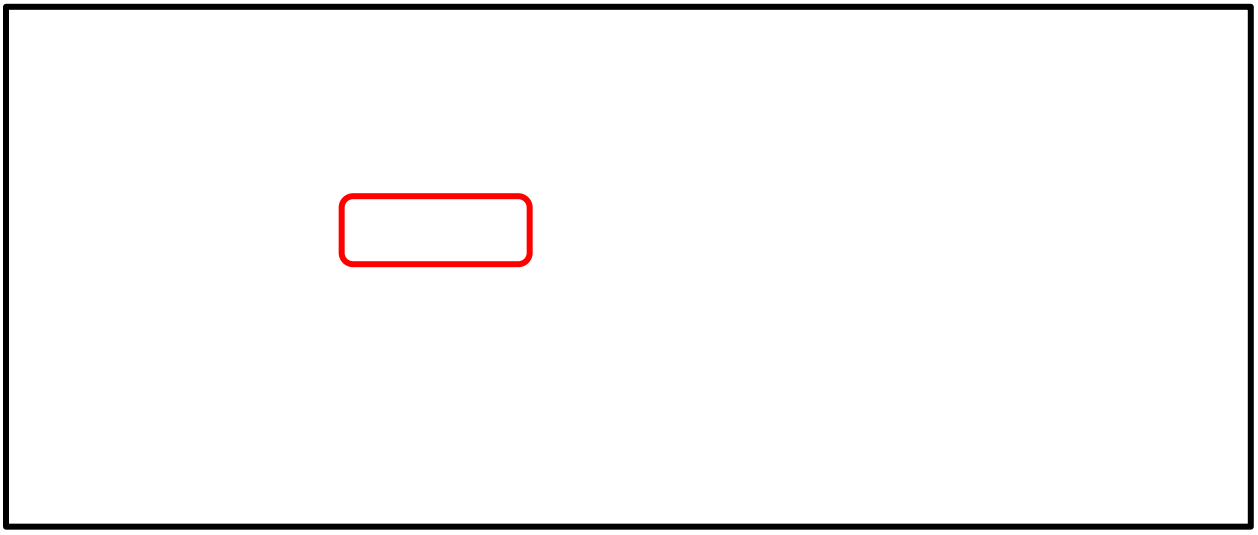
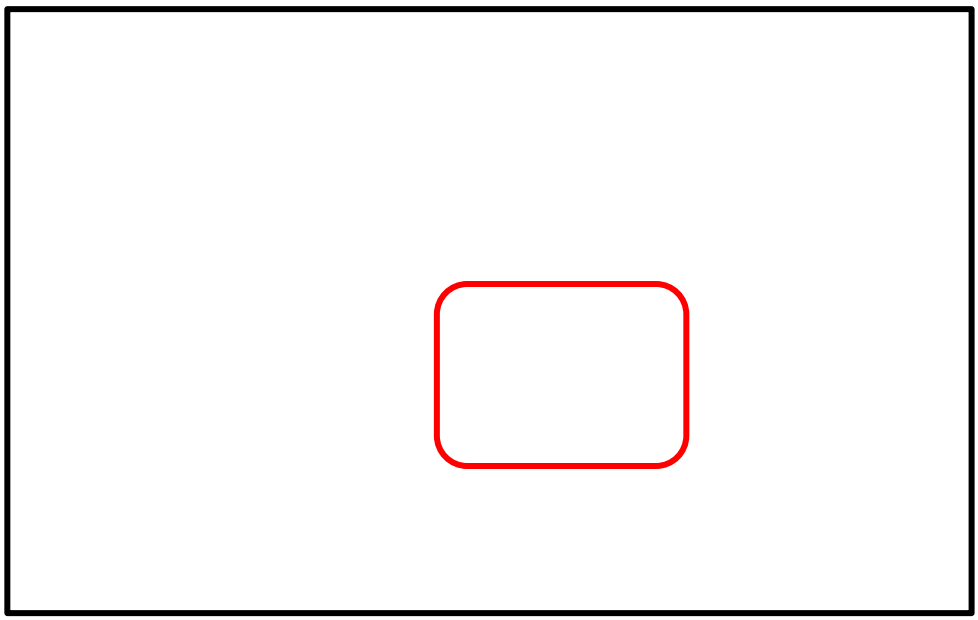
4. Go to the **Permissions** tab.



7. a) Select a **Status** Æ **Approved**

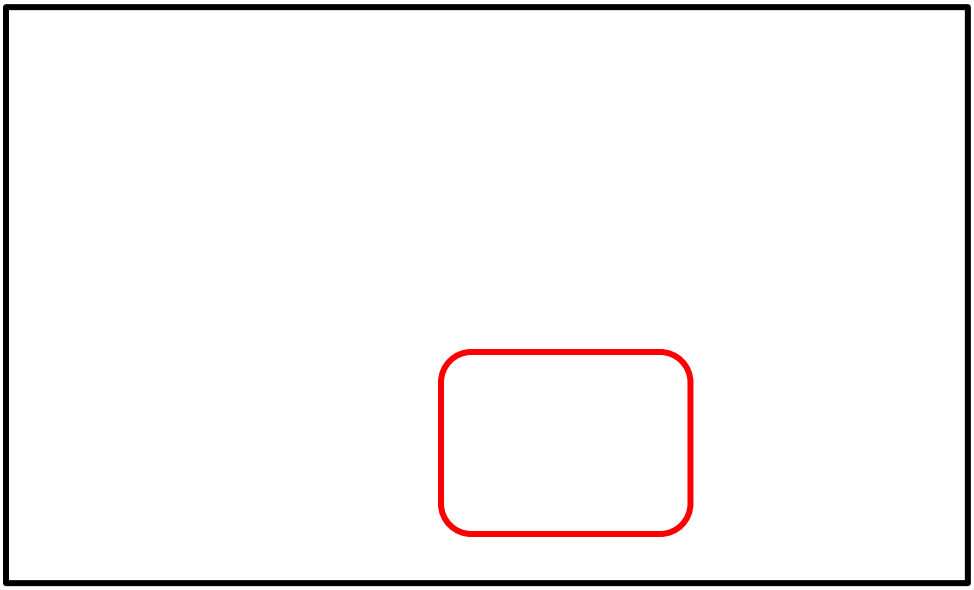


b) Select a **Reason**:

Student Petition Æeither **Honours Form Required** for BAH courses or **Other** for all other courses

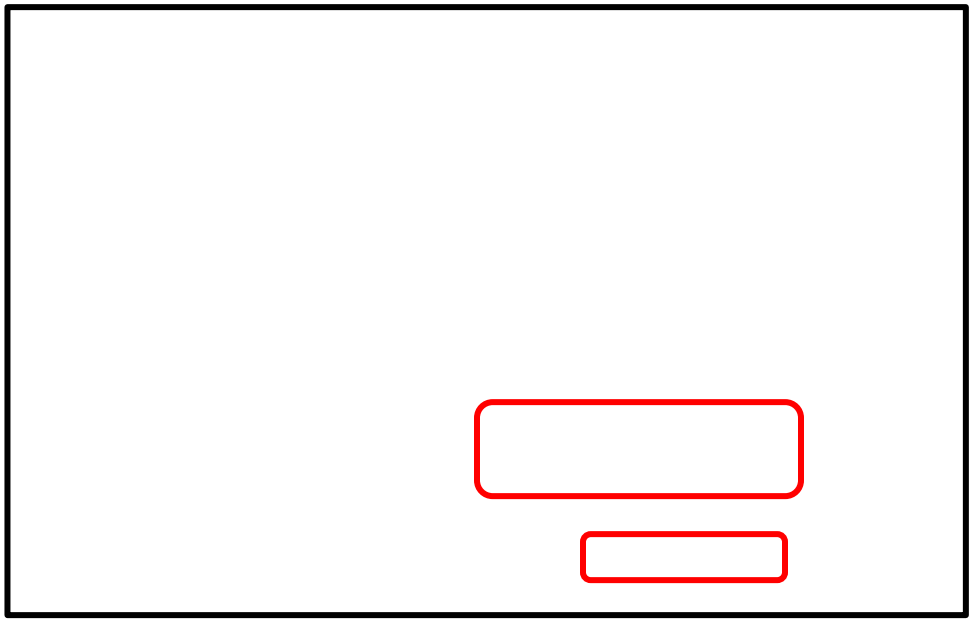
Faculty Consent Æ**Faculty Consent** for all courses

Requisite Waivers Æ**Directed Reading**, **Modern Languages**, **Menno Simmons Practicum** as applicable and **Other** for all other course sections



c) Write any **Additional Comments**

d) **Save**



Three Types of Permission in WebAdvisor:

Typically, the Requisite Waiver option is used when an individual student needs permission/an exception to register in a course section and the Student Petition and/or Faculty Consent options are used when every student needs permission/approval to register in that course section.

1. Requisite Waiver: This option is used to waive the pre-requisite(s) for a course section. The professor may feel that the student has fulfilled the pre-requisite in another way, but this is still the permission option to use to enable the student to register. If "or permission of instructor" is listed with the pre-requisite(s) for a course, "or permission of instructor" equals a pre-requisite waiver. This option tells WebAdvisor not to look for a pre-requisite course or pre-requisites courses on the student's record.

List of waiver reasons:

A. **Directed Readings** – If the waiver is for a Directed Readings or Tutorial course section, choose this waiver reason. Note: You will also have to approve the student to take your Readings/Tutorial course using Student Petitions and/or Faculty Consent. This reason is used often for requisite waivers.
B. **Modern Languages** – Choose this if it is a course offered by the Modern Languages and Literature Department
C. **Menno Simons Practicums** – Choose this option if it is a Practicum course offered by Menno Simons College (CRS or IDS). Note: You will also have to approve the student to take the Practicum course using Student Petitions and/or Faculty Consent.
D. **Other** – Click this for all other reasons. Click the **Additional Comments** box to type your reason or the purpose for providing the pre-requisite waiver.

Let the student know that they can now register for the course on or after their registration start date/time.

Waiving a co-requisite – a co-requisite such as a lab **cannot** be waived using this process. Department Assistants can waive co-requisite in Colleague in SRWS or send an e-permission form to waive the co-requisite to registration@uwinnipeg.ca for Student Central to process.

Errors/Changes – If you have already approved a pre-requisite waiver, you cannot deny the waiver using this process. Department Assistants can revoke a waiver in Colleague in SRWS or you can send Student Central reg staff (registration@uwinnipeg.ca) an email with the course section, student number, and reason, and the student's requisite waiver will be revoked. Once completed, the **Explanation** cR48(t)-104 176.715a5-(59[(f.)-17 (T)- A)s (ev)1 (t)3 mc7176.[(e)-8 **i**

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