Approving Requisite Waivers and Student Petitions Self Service

1. Login in to your KeanWise account

2. Select Academic Planning to access the module.

Faculty Information

Search for Course Sections - Self Service
Class Schedule
My Advisees
Class Roster
Final Grading
Acceptable Grades on Web
Grading Instructions
Never Attended Student Tracking
Office Hour
Student Petition
Override Closed Sections
Academic Planning
Faculty Advise
Academic Early Alerts(WKU)

3. a. A new tab will open, go the side bar on the left side of the screen and select the daily work option represented by the briefcase icon.
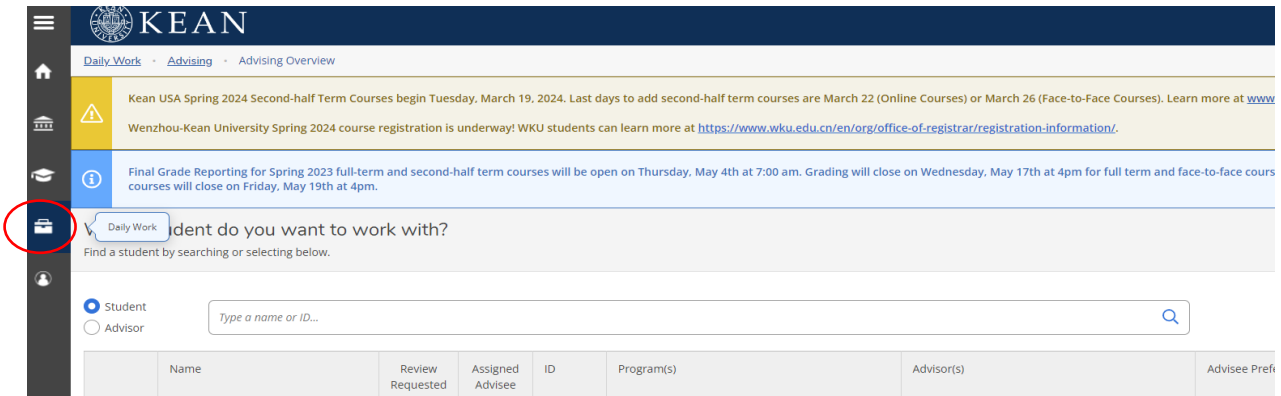
b. From the menu select the Departmental Oversight option and then select Departmental Overview
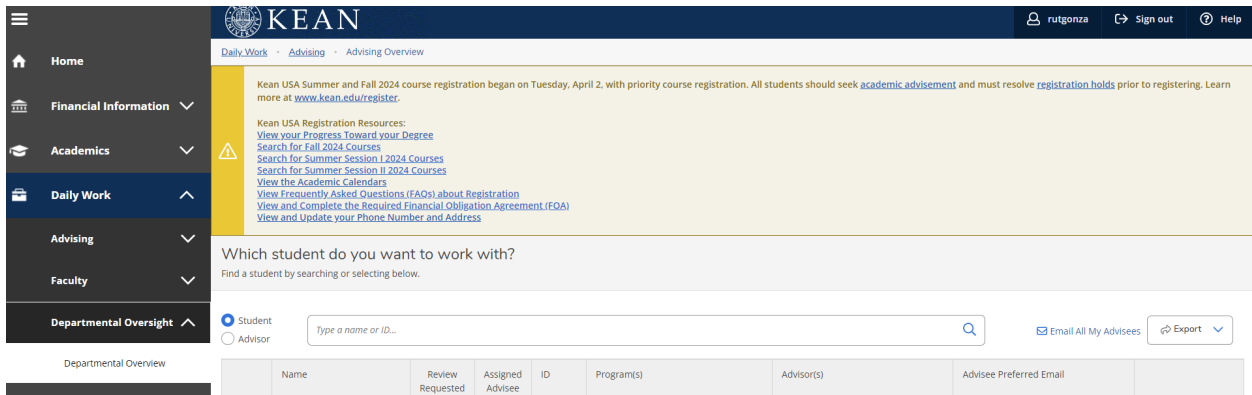
4. There are two search options available section or faculty. Select the option that you would like to use.
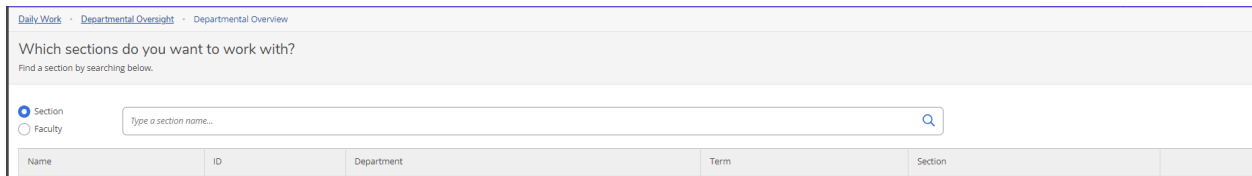
a. If searching by section, you can type in a subject (ex: BIO) in the search box. This will return all course sections under this subject. (See sample below)

Sample search results by subject only

Name	ID	Department	Term	Section	
Blue, Shazneka N.	0450516	BIOLOGY	Fall 2023	BIO*1000-08	View Details
Davis, Carisa R.	0984388	BIOLOGY	Fall 2023 Fall 2023 Fall 2023 Fall 2023 Fall 2023 Fall 2023 Fall 2023	BIO*1000-ONF01 BIO*3315-01 BIO*3315L-06 BIO*3315-02 BIO*3315L-07 BIO*3315L-08 BIO*4913-02	View Details

b. A search can also be done by subject and course number (ex: BIO*1000), this will return all sections of the course, (see sample search results below).

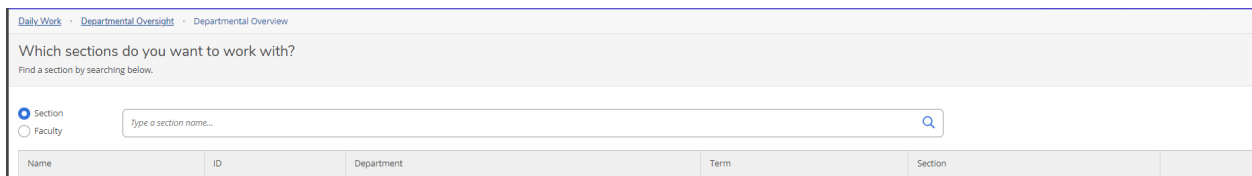| Name	ID	Department	Term	Section	
Blanco-Salermo, Marlene L.		BIOLOGY	Fall 2023	BIO*1000-S01	View Details
Blue, Shazneka N.	0450516	BIOLOGY	Fall 2023	BIO*1000-08	View Details
Capasso, Joseph J.	0095110	BIOLOGY	Fall 2023	BIO*1000-11	View Details
Davis, Carisa R.	0984388	BIOLOGY	Fall 2023	BIO*1000-ONF01	View Details
Hyde, Edward G.	1099399	BIOLOGY	Fall 2023	BIO*1000-ONH01	View Details

c. A search can also be done by subject, course number and section (ex: BIO*1000*01), this will return all sections of the course, (see sample search result below).

Name	ID	Department	Term	Section	
Kirby, Lucas J.	1053967	BIOLOGY	Fall 2023	BIO*1000-01	View Details
McGUIRE, Tiffany	1195706	BIOLOGY	Fall 2023	BIO*1000-01	View Details

Search by faculty Option

d. Change the search option to "Faculty". The search can be performed by using a last name only (ex: Smith), or by first name initial and last name (ex: L Smith), or by first name and last name (ex: Lorraine Smith)

e. The search results will display all courses that have assigned to that faculty member.

Which sections do you want to work with?
Find a section by searching below.

○ Section
● Faculty

| Smith | 🔍 |

Name	ID	Department	Term	Section	
Smith, Lorraine R.	1196415	BIOLOGY	Spring 2024 Spring 2024	BIO*1000-0NH01 BIO*1300-ONF01	View Details

f. From the list of search results, select "view details" button next to the instructor's name. A list of the assigned course sections for the selected instructor will be displayed.

Manage your courses by selecting a section below
‹ Back to Departmental Overview

Spring 2024

Section	Times	Locations	Availability ⓘ	Books	Census Dates
BIO*1000-0NH01: PRINCIPLES OF BIOLOGY	10/16/2023 - 5/9/2024	Online	21 / 24 / 0		
BIO*1300-ONF01: GENERAL BIOLOGY I	TBD	TBD	24 / 24 / 0		

g. Click on the course title for the applicable course section. Two menu options will appear on the screen "Requisite Waiver" and "Student Petition".

Section Details
‹ Back to Courses

BIO*1000-0NH01: PRINCIPLES OF BIOLOGY
Spring 2024
Online

10/16/2023 - 5/9/2024
Online

Seats Available ⓘ   21 / 24 / 0

Deadline Dates

Permissions

Faculty Permissions
Choose one of the categories below :

🔒 **Requisite Waiver** Waive prerequisites so that a student can register for the course.	🏃 **Student Petition** Review and manage student petitions.

Approving a "Requisite Waiver"

1. After selecting the "Requisite Waiver" option, you will be taken to the below screen.

‹ Back To Faculty Permissions
Requisite Waivers

Student Waiver Information

| Student Name or ID 🔍 |

| ⓘ No existing student waivers |

Prerequisite Information

Course	Enforcement	Timing
Pre-requisite(s): ENG 1030 or equivalent and completion of all GE foundation courses in Math	Required	Previous

Corequisite Information
No corequisites

2. In the Student Name or ID search box, type either a student's ID# or name and click on the magnifying glass.

3. Click on the search result from the search box.

4. After selecting the student's record from the search box, you will see this box pop up. The approve button should be selected. Add a reason in the comment box and save. A confirmation message will appear in the upper-right corner of the screen.

5. The bottom portion of the screen will display the saved transaction. The student can now register themselves online for this course section. Repeat these steps as needed.   Select "Back to Faculty Permissions" to return to the menu options.

Permissions

‹ Back To Faculty Permissions
Requisite Waivers

Student Waiver Information

Student Name	Student ID	Authorized By	Updated On	Explanation
Bryan Salcedo	1192294	Gonzalez, R	1/3/2024 4:30:25 PM	Course was completed … more

Prerequisite Information

Course	Enforcement	Timing
Pre-requisite(s): ENG 1030 or equivalent and completion of all GE foundation courses in Math	Required	Previous

Corequisite Information
No corequisites

Approving a Student Petition

1. Select the "Student Petition" option.
   Note:
   - **Student Petition Approvals can only be granted for course sections that requires a "granted petitions" to register. Overload Petitions cannot be approved using the petition approval process.**
   - **Student Petitions can only be granted for a specific course section and not for a course.**

BIO*1000-0NH01: PRINCIPLES OF BIOLOGY

Spring 2024
Online

10/16/2023 - 5/9/2024
Online

Seats Available ⓘ   21 / 24 / 0

Deadline Dates

Permissions

Faculty Permissions
Choose one of the categories below :

🔒 **Requisite Waiver** Waive prerequisites so that a student can register for the course.	🪑 **Student Petition** Review and manage student petitions.

2. In the Student Name or ID search box, type either a student's ID# or name and click on the magnifying glass.

Permissions

< Back To Faculty Permissions
Student Petition

Student Petition Status

| 933530 | 🔍 |

0933530
Testchad Test
BS.ACCOUNTING

ⓘ   No existing students petitions

3. Click on the search result from the search box.

Deadline Dates

Permissions

< Back To Faculty Permissions
Student Petition

Student Petition Status

| 933530 | 🔍 |

0933530
Testchad Test
BS.ACCOUNTING

ⓘ   No existing students petitions

4. The "Add Student Petition" box will appear.

Add Student Petition

| BIO*1000-0NH01: PRINCIPLES OF BIOLOGY | Spring 2024 |

Student   **Testchad Test**
                           Student 0933530
                           rutgonza@kean.edu

Status   Select a status... ▾

Reason   Select a reason... ▾

Additional Comments   Additional Comments

Cancel   Save

5. Select a "status" from the drop-down menu.

6. Select a "reason" from the drop-down menu.

7. Add any additional comments as needed and save. A confirmation message will appear in the upper right-hand corner of the screen. Repeat the steps as needed. Select "Back to Faculty Permissions" to return to the menu options.

✓ Petition added for selected student ✕