

Approving Requisite Waivers and Student Petitions Self Service

1. Login in to your KeanWISE account

The screenshot shows the Kean University KeanWISE website. At the top left is the Kean University logo and the text "KEAN UNIVERSITY Web Information System Express". At the top right are links for "Log In", "MAIN MENU", and "CONTACT Us". Below the header, there is a "Welcome Guest!" message and a note that KeanWISE is available 24 hours per day, 7 days per week. A vertical navigation menu on the right side includes links for "Prospective Students", "Students", "Faculty", "Employees", and "Other Services". The main content area features a large "Welcome to KeanWISE!" heading, followed by a note that the "Log In" button is on the right. Below this, there are three columns of links and information:

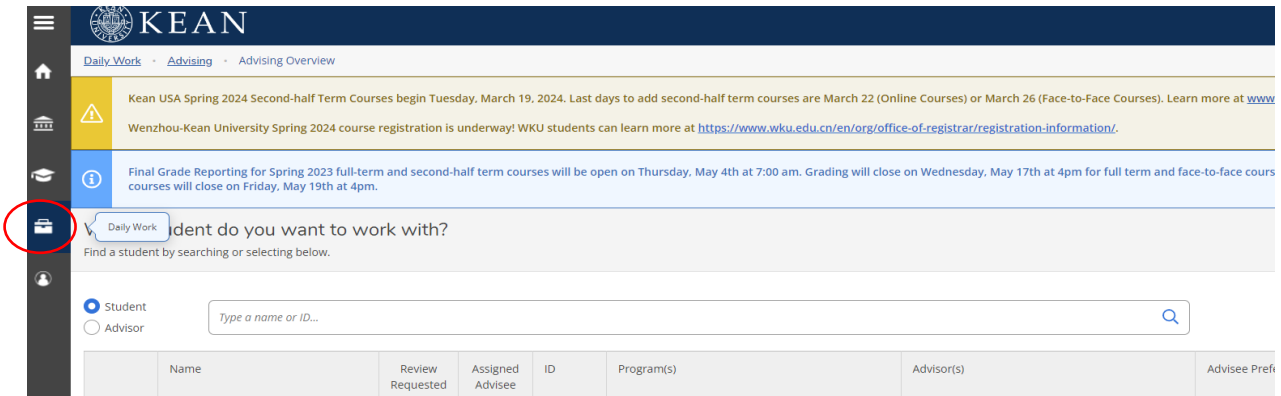
What can I do in KeanWISE?	What other information do I need?	Important Semester Information
<p>Address Change</p> <p>Apply for Graduation **you must log into KeanWISE to apply</p> <p>Emergency & Missing Student Contact Information</p> <p>Enrollment Verification</p> <p>View Financial Aid Status</p> <p>Sign your Financial Obligation Agreement **required</p> <p>Grade Point Average by Term</p>	<p>Seek Academic Advisement **required</p> <p>Register/Update for Campus Alert **required as part of Campus Safety Checklist</p> <p>View your Course Syllabus *Requires Kean email and password</p> <p>Check your gmail</p> <p>Obtain your Student ID Cards **required as part of Campus Safety</p>	<p>When Can I Register? Winter and Spring 2021</p> <p>Academic Calendar</p> <p>Add/Drop/Withdrawal Dates</p> <p>Payment Due Date & Payment Options</p> <p>View/Pay my Bill **required</p>

2. Select Academic Planning to access the module.

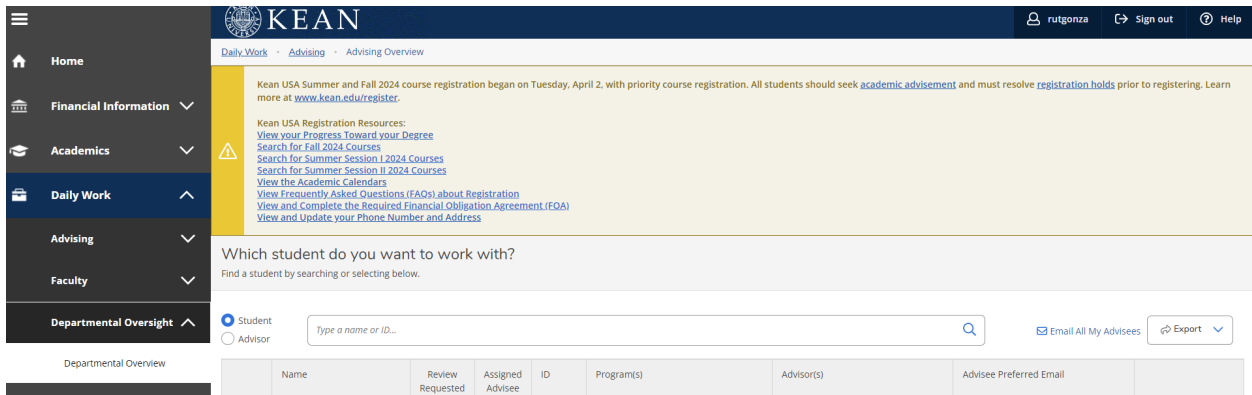
Faculty Information

[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\(WKU\)](#)

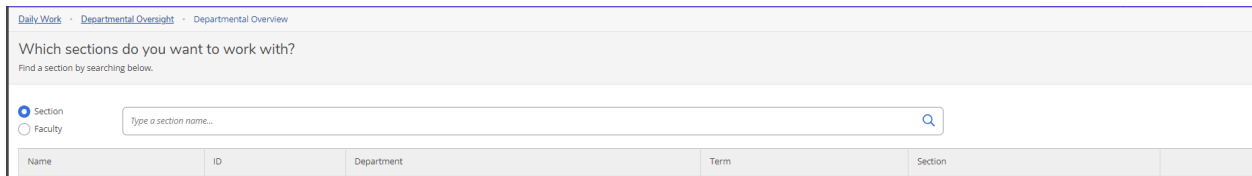
3. a. A new tab will open, go the side bar on the left side of the screen and select the daily work option represented by the briefcase icon.



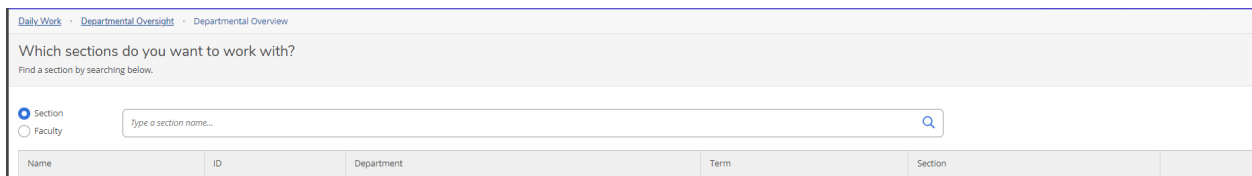
- b. From the menu select the Departmental Oversight option and then select Departmental Oversight



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

Section
 Faculty

BIO

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	BIO*1000-ONF01 BIO*3315-01 BIO*3315L-06 BIO*3315L-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).

Section
 Faculty

BIO*1000

Name	ID	Department	Term	Section	
Blanco-Salerno, Marlene L.	BIO*1000	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).

Section
 Faculty

BIO*1000*01

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)

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

Section
 Faculty

Type a Name or ID...

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

Name	ID	Department	Term	Section	
Smith, Lorraine R.	1196415	BIOLOGY	Spring 2024 Spring 2024	BIO*1000-0NH01 BIO*1300-0NF01	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*1300-0NF01: 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

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.

[< Back To Faculty Permissions](#)
Requisite Waivers

Student Waiver Information 1192294

No existing student waivers

Prerequisite Information

Course	Enforcement	Timing
Prerequisite(s): COMM 1402, ENG 1030 or ENG 1430	Required	Previous

Corequisite Information
No corequisites

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

[< Back To Faculty Permissions](#)
Requisite Waivers

Student Waiver Information 1192294

No existing student waivers

Prerequisite Information

Course	Enforcement	Timing
Prerequisite(s): COMM 1402, ENG 1030 or ENG 1430	Required	Previous

Corequisite Information
No corequisites

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.

Add Student Waiver

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

Student: **Bryan Salcedo**
Student 1192294
salcebry@kean.edu

Approve Deny

Comments:

rutgonza Sign out Help 1

✓ Waiver added for selected student

- 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 or ID

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

- 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.


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

[< Back To Faculty Permissions](#)

Student Petition

Student Petition Status

 No existing students petitions

933530 

0933530
Testchad Test
BS.ACCOUNTING


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

[< Back To Faculty Permissions](#)

Student Petition

Student Petition Status

 No existing students petitions

933530 

0933530
Testchad Test
BS.ACCOUNTING

4. The “Add Student Petition” box will appear.

PLS OF BIO

Add Student Petition

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

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

Status

Reason

Additional Comments

5. Select a “status” from the drop-down menu.

BIO 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 status...
APPROVED
 Do Not Use
 Do Not Use

Additional Comments Additional Comments

Cancel Save

6. Select a “reason” from the drop-down menu.

BIO Add Student Petition

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

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

Status APPROVED ▼

Reason
 Select a reason... ▼
Select a reason...
 APPROVED
 Additional Comments

Additional Comments Additional Comments

Cancel Save

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 ×