

## Faculty- Requisite Waiver

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A Requisite Waiver is required for a student that would like to enroll in a course without officially meeting a course prerequisite. The steps below are for the course instructor to approve or deny a requisite waiver in Self-Service. **Please note that you must have the student ID to proceed.**

**Log in to Self-Service. The web address for Self-Service is:  
<https://selfservice.clackamas.edu/student>**




### Sign in

Enter your user name and password to sign in.

<input type="text" value="UserName"/>	<input type="password" value="Password"/>	<input type="button" value="Sign in"/>
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Your user name is the portion of your email before the @ symbol and the password is the same as your CCC email account. If you are unable to log in please contact ITS.

### Select Faculty



#### Faculty

Here you can view your active classes and submit grades and waivers for students.

## Select the Course

### Manage your courses by selecting a section below

Spring Term 2017		
Section	Times	Locations
<a href="#">WRD-098-01: Intro Read-Wrte 2 Collge Prep</a>	M/W 10:00 AM - 11:50 AM 4/3/2017 - 6/17/2017	TBD Lecture

## Click the Permissions Tab

### WRD-098-01: Intro Read-Wrte 2 Collge Prep

Spring Term 2017  
Oregon City Campus  
M/W 10:00 AM - 11:50 AM  
4/3/2017 - 6/17/2017  
TBD

Roster Grading **Permissions**

No registered students

## Select Student Requisite Waiver


### WRD-098-01: Intro Read-Wrte 2 Collge Prep


Spring Term 2017  
Oregon City Campus  
M/W 10:00 AM - 11:50 AM  
4/3/2017 - 6/17/2017  
TBD

Roster Grading Permissions

#### Faculty Permissions

Please select a waiver or petition below to continue

 **Requisite Waiver**  
Waive prerequisites so that a student can register for the course

 **Student Petition/Faculty Consent**  
Override restrictions and add an individual student to the action

Click the "+Add New" button on the Student Waiver Information line

Roster Grading Permissions

< [Back To Faculty Permissions](#)

Requisite Waivers

Student Waiver Information + Add New

Student Waivers

Enter the student ID, click Search

**Add Student Waiver**

WRD-098-01: Intro Read-Wrte 2 Collge Prep Winter Term 2017

To waive or deny waiving all required prerequisites for a student, first select student.

Student ID

Comments

Approve allows registration. Deny does not allow registration.

**Please remember the student, staff, and other faculty members assigned to the course can see the notes added in this section.**

Click Save

**Add Student Waiver**

WRD-098-01: Intro Read-Wrte 2 Collge Prep Winter Term 2017

To waive or deny waiving all required prerequisites for a student, first select student.

**Student** [blurred]

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**Comments**

If the requisite waiver is approved the student will see the status. However, no status appears in the student's view if the requisite waiver is denied.