

Granting Course Prerequisite Waivers Using Norse Hub

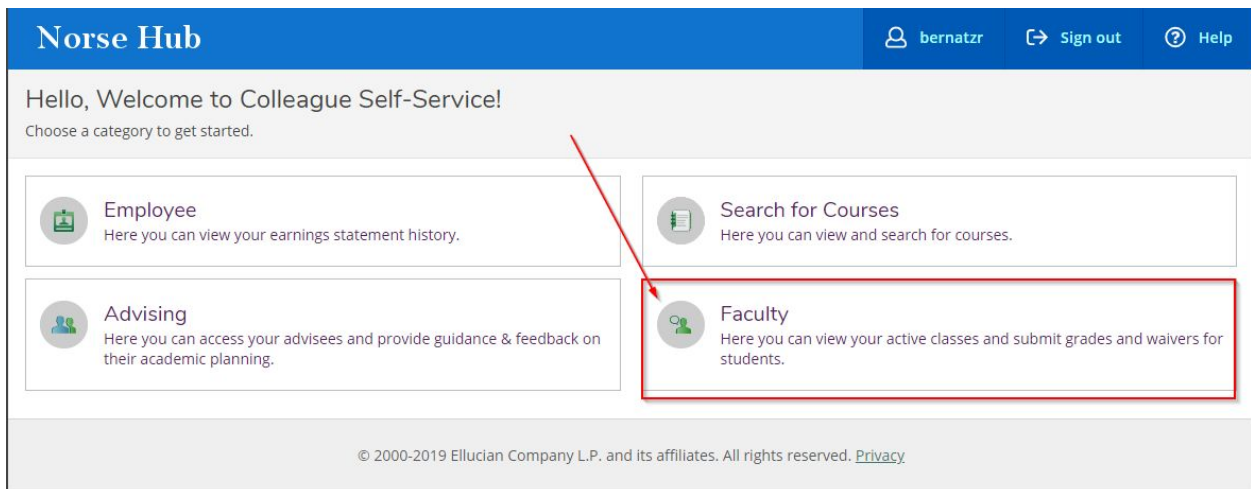
This document is intended to show instructors how they may waive course prerequisites using Norse Hub. The process begins “outside” of Norse Hub by the student or student’s advisor contacting the course instructor, preferably by email, to “make the case” for waiving the prerequisite. If the instructor agrees, they can grant the waiver through Norse Hub. NOTE: Granting the waiver does **NOT** register the student for the course. Registration is done by the student or the student’s advisor on or after their assigned registration time. Granting a waiver does **NOT** reserve a seat for the student.

An email to the student after the waiver process (a step-by-step outline given below) is complete is one way the student may be alerted to the granting of the waiver. Please inform the student that they or their advisor must register them for the class, and that the waiver does not reserve them a seat.

Also, the student and their advisor can use Norse Hub to monitor receiving the waiver. This is accomplished by going to the student’s “Advisee Details” page and clicking the “Waivers” tab on the far right-hand side of the page.

Waiver Process

- 1) Login to [Norse Hub](#) using your Norse Key credentials. Then click on the “Faculty” tile.



The screenshot shows the Norse Hub interface. At the top, there is a blue header with the text "Norse Hub" on the left and user information "bernatzr", "Sign out", and "Help" on the right. Below the header, a grey bar contains the text "Hello, Welcome to Colleague Self-Service!" and "Choose a category to get started." The main content area features four white tiles with icons and text: "Employee" (earnings statement history), "Search for Courses" (view and search for courses), "Advising" (access advisees and provide guidance), and "Faculty" (view active classes and submit grades/waivers). The "Faculty" tile is highlighted with a red rectangular border, and a red arrow points to it from the left. At the bottom, a grey footer contains the copyright notice: "© 2000-2019 Ellucian Company L.P. and its affiliates. All rights reserved. [Privacy](#)".

2) This will take you to a listing of your courses by term. Select the course by clicking on the title.

MATH-490-A: Senior Project	TBD 9/4/2019 - 12/19/2019	Arranged, ARR Independent Studies
Spring Semester 2019		
Section	Times	Locations
MATH-452-A: Partial Differential Equations	M/W/F 12:15 PM - 1:15 PM 2/6/2019 - 5/23/2019	Olin, 106 Lecture
MATH-490-A: Senior Project	TBD	Arranged, ARR

3) Click on the “Permissions” tab for the course.

Norse Hub

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Section Details

[← Back to Courses](#)

MATH-452-A: Partial Differential Equations

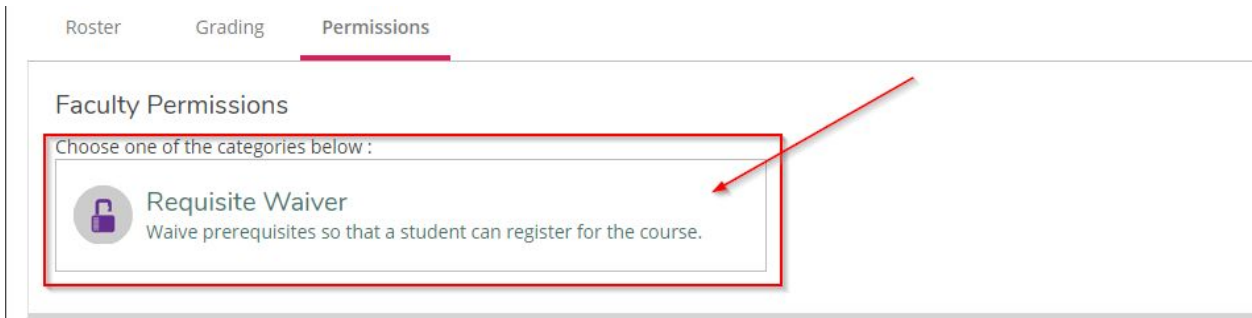
Spring Semester 2019

M/W/F 12:15 PM - 1:15 PM
2/6/2019 - 5/23/2019
Olin, 106 Lecture

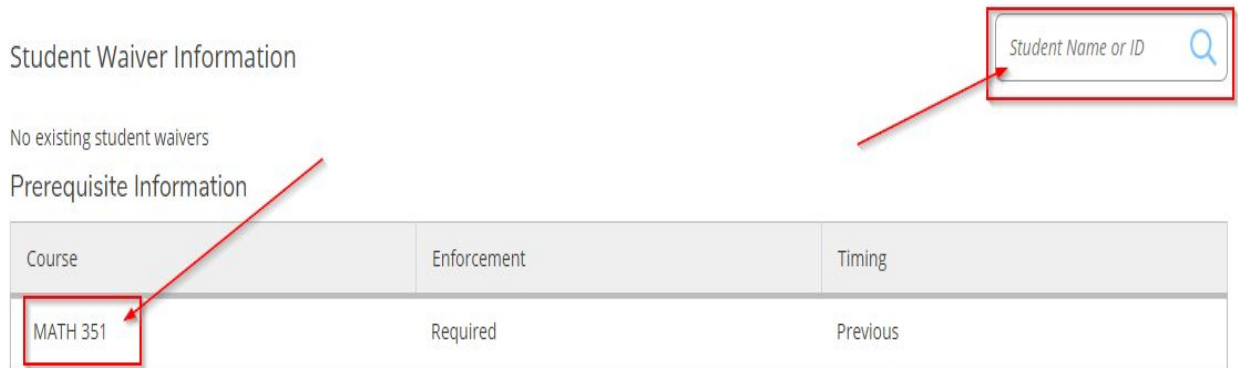
Seats Available 18 of 25

[Roster](#) [Grading](#) [Permissions](#)

4) Click on the “Requisite Waiver” tile.



5) The prerequisite information is shown at the bottom left. Move your cursor to the search window near the right-hand side of the screen. It is BEST to use the student ID number for a search, however you may search by “last name”, “first name.” A correct ID for a current student will result in that student’s name appearing. Using a name search may result in a list of names from which you will need to find the correct student. In either case, click on the student’s name.



6) An “Add Student Waiver” window will open with a default setting of “Approve.” You **MUST** enter something in the “Comments” window. Alternatively, there may be a drop-down box from which you may choose a reason for the waiver.

Click “Save” and the student has been granted the waiver. **NOTE:** The student is now able to register for the course provided there is capacity, they have no registration “holds” and they have reached their assigned registration time. Granting a waiver does not register the student for the course, nor does it reserve a seat for the student.

Add Student Waiver

MATH-452-A: Partial Differential Equations Spring Semester 2019

Student

Approve Deny

Comments

Cancel Save