

Self-Service can be accessed directly from this link:

<https://selfservice.worcester.edu:8170/Student/Account/Login>

Or from WebAdvisor. Choose the Self-Service for Faculty (Rosters, Grading) link.

#### Faculty Information

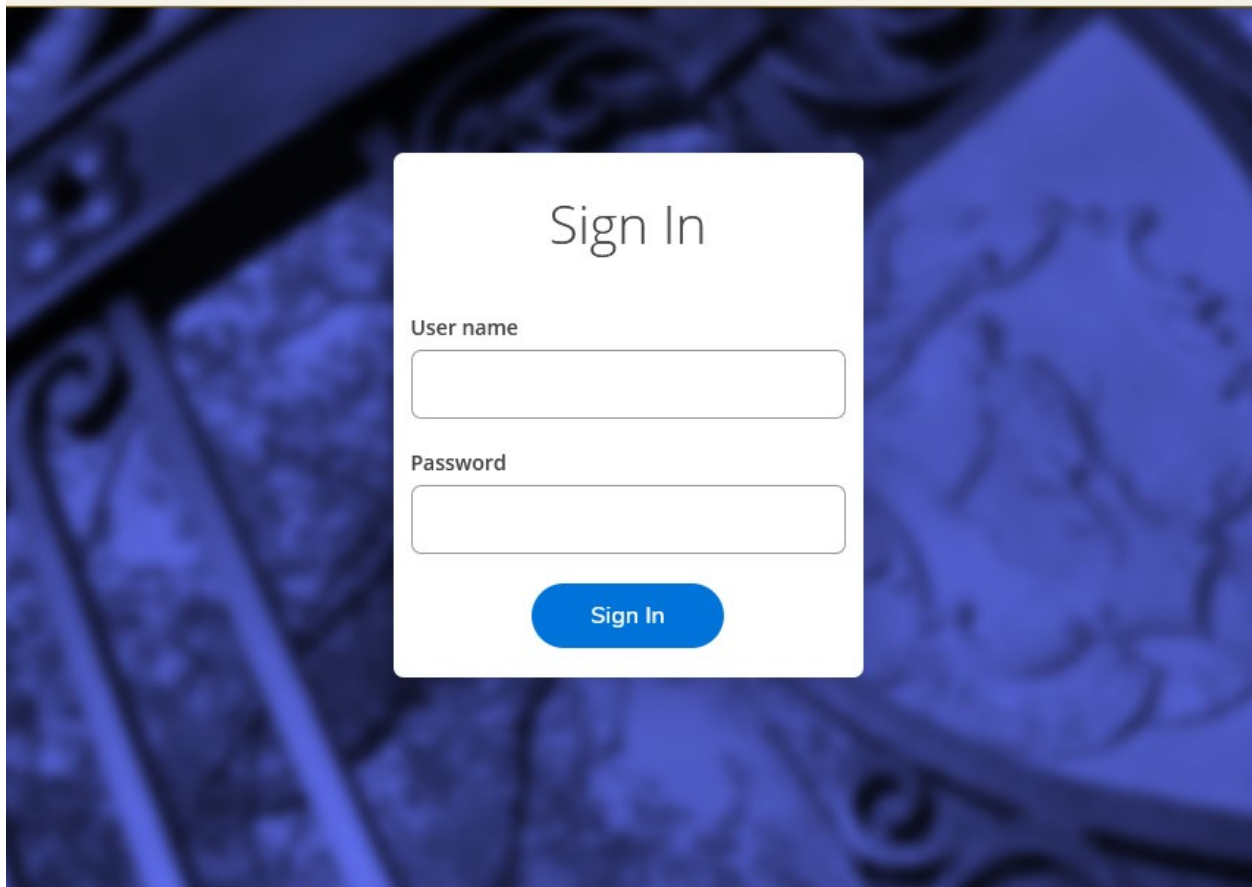
[Self-Service for Faculty \(Rosters, Grading, Waitlist, Attendance, Permissions\)](#)

[Search for Sections](#)

[Search for Online Courses](#)

This will take you to the Self-Service login screen. Use your WSU credentials to log in. (Be sure to log out when you are done.)

one!



Sign In








User name

Password

Sign In


Choose the Faculty link from the landing page.

hello, Welcome to Self-Service!  
choose a category to get started.

 <b>Student Finance</b> Here you can view your latest statement and make a payment online.	 <b>Financial Aid</b> Here you can access financial aid data, forms, etc.
 <b>Student Planning</b> Here you can search for courses, plan your terms, and schedule & register your course sections.	 <b>Course Catalog</b> Here you can view and search the course catalog.
 <b>Grades</b> Here you can view your grades by term.	 <b>Advising</b> Here you can access your advisees and provide guidance & feedback on their academic planning.
 <b>Faculty</b> Here you can view your active classes and submit grades and waivers for students.	

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

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You are now on the Faculty Overview page. Here your classes for the current and upcoming semesters will be listed. Click on a class title to access the roster, grading, attendance, waitlisted students, faculty consent and requisite waivers for that class.

Spring 2021 Semester		
Section	Times	Locations
<a href="#">UR-193-OL: FYS:Change vs. Transition</a>	TBD 2/1/2021 - 5/15/2021	TBD Lecture only
<a href="#">WL-101-01: Beginning World Language</a>	T/Th 1:00 PM - 2:15 PM 2/1/2021 - 5/15/2021	TBD Lecture only

## Permissions: Requisite Waiver, Faculty Consent and Student Petition

Roster Attendance Grading **Permissions** Waitlist

### Faculty Permissions

Choose one of the categories below :



#### Requisite Waiver

Waive prerequisites so that a student can register for the course.



#### Student Petition

Not Used



#### Faculty Consent

Review and manage faculty consent for courses that require it.

To give a student Faculty Consent to register for a class, choose Permissions → Faculty Consent. Use the lookup box to find the student. You can search for the student by name or by Student Id number. Click on the magnifying glass after entering the name or id number. Consent is only needed for those courses requiring Faculty Consent.

< Back To Faculty Permissions  
Faculty Consent - Only required when the course requires Faculty Consent

Faculty Consent Status

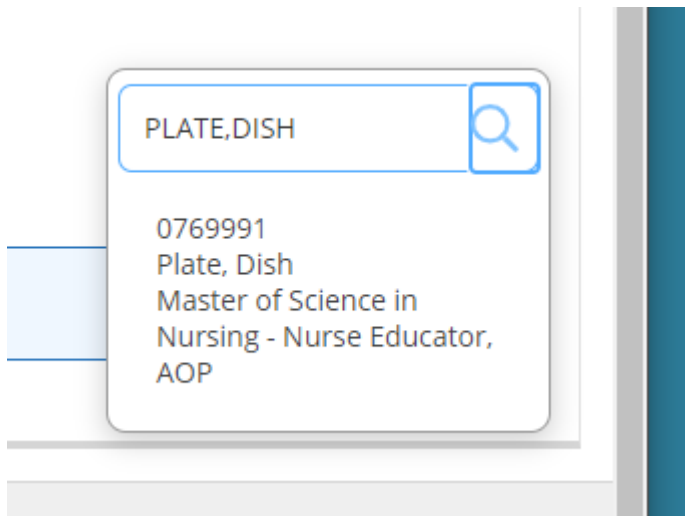
**No existing faculty consents**



0769990

0769990  
Boots, Sock  
Master of Science in Nursing-  
Population & Public Health  
Nur

or



Choose the Status and Reason from the drop-down boxes. You can enter comments if you wish. Click Save when you are done.

**Add Faculty Consent**

UR-193-OL: FYS:Change vs. Transition Spring 2021 Semester

**Student** **Boots, Sock**  
Student 0769990  
[lainma2@gmail.com](mailto:lainma2@gmail.com)

---

**Status**

---

**Reason**

---

**Additional Comments**

Language

### Add Faculty Consent

WL-101-01: Beginning World Language

Spring 2021 Semester

Student

**Plate, Dish**

Student 0769991

[lainma2@gmail.com](mailto:lainma2@gmail.com)

Status

Select a status... ▼

Select a status...

Overload permission

Faculty Consent

Reason

Additional Comments

*Additional Comments*

Cancel

Save

missions

age Add Faculty Consent

**WL-101-01: Beginning World Language** **Spring 2021 Semester**

**Student** **Plate, Dish**  
 Student 0769991  
[lacinma2@gmail.com](mailto:lacinma2@gmail.com)

---

**Status**

---

**Reason**

**Additional Comments**

The student will now be able to register for this class.

Faculty Consent Status Student Name or ID

Student	ID	Status	Updated By	Updated On	Explanation
Boots, Sock	0769990	Faculty Consent	Caswell, L	5/4/2021 6:35:55 PM	Instructor Permission

To waive a requisite for this class, choose Permissions → Requisite Waiver. Use the lookup box to find the student. You can search for the student by name or by Student Id number. Click on the magnifying glass after entering the name or id number. You can also Deny a Requisite Waiver.

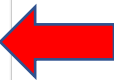
[Back To Faculty Permissions](#)  
 Requisite Waivers

Student Waiver Information Student Name or ID

Prerequisite Information

Course	Enforcement	Timing
Take AB-101:	Required	Previous

Corequisite Information  
 No corequisites



fudd,elme



0769999  
Fudd, Elmer  
BS in Sociology

or

0769990



0769990  
Boots, Sock  
Master of Science in Nursing-  
Population & Public Health  
Nur

sions

### Add Student Waiver

**AB-102-01: Beginning Arabic II** **Spring 2021 Semester**

**Student** **Duck, Donald**  
Student 0769997  
[laclnma2@gmail.com](mailto:laclnma2@gmail.com)

Approve  Deny

**Waiver Reason** Select a reason... ▼

**Comments** Comments

Cancel **Save**

Required Explanati Other g Previous

Choose the Waiver Reason from the drop-down box. Add a comment if you wish. Click Save and the student will be able to register for the class.

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**Waiver Reason** Select a reason... ▼

**Comments** -----

- Select a reason...
- Select a reason...**
- Transfer Course
- Experience
- Other




Roster Attendance Grading **Permissions** Waitlist

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

Student Name or ID

Student Waiver Information

Student Name	Student ID	Authorized By	Updated On	Explanation
 Fudd, Elmer	0769999	Caswell, L	5/14/2021 3:35:05 PM	Other

Prerequisite Information

Course	Enforcement	Timing
Take AB-101:	Required	Previous

Corequisite Information


No corequisites

WSU does not use Student Petitions; you will not see any information here.

Roster Attendance Grading **Permissions** Waitlist

[< Back To Faculty Permissions](#)  
Student Petition

Student Petition Status

 No existing students petitions

Be sure to log out when you are done.