

## SRWS is used to waive prerequisites for a course.

*If you do not have access to this screen, please contact your department chair or dean for assistance.*

- **This student has 2 waivers; both are for the 19/SP Term.**
  - The Waiver is only active for the term, start/end date, course, section, and term fields displayed. If the field is blank, if it is not applicable to the waiver.
    - In this example, the two waivers would only allow the student to register for the listed courses for the 19/SP term. If the student does not register for these courses in the listed term, they will need a new waiver to take the courses for a different term.
  - The student has waivers for COM-200 and FST-275.
    - Note that those are **not** the courses/prerequisites that were waived but the courses that the student wants to take that require prerequisites.
  - 'Revoked' tells you whether or not the Waiver is active or not.
    - Yes = active; No = essentially means it was deleted
  - 'Registered' tell you whether the student is registered in the course that needed the waiver.

Waiver	Waiver Term	Waiver Start Date	Waiver End Date	Course With Requisites	Section Number	Revoked	Registered
1	19/SP			COM-200		Yes	No
2	19/SP			FST-275		No	No
3							
4							

**To add a new waiver, you will want to detail into the first open field**

Waiver	Waiver Term	Waiver Start Date	Waiver End Date	Course With Requisites	Section Number	Revoked	Registered
1	19/SP			COM-200		Yes	No
2							
3							

**This will take you to the 'SRQW – Student Requisite Waiver' screen where you will enter the new waiver. See next page for instructions:**

OTC **PRODUCTION** SRWS: Student Requisite Waiver berganta Log Out

NO PHOTO AVAILABLE MNEMOSYNE TEST - 0902261 CARD 1 of 1

1001 E Test Student Dismiss

SPRIN

SRWS • SRQW - Student's Requisite Waiver Save Save All Cancel Cancel All

1 of 2 Requisite Courses Value 1/2

Crs/Sec With Requisites CRS Crs FST-275 Sec

Revoked No Waiver Term Waiver Start Date Waiver End Date

Reason Comments 1 Waived By AMY M. BERGANT

Waive Previous and Previous-or-Concurrent Waive All Requisites

Requisite Courses		Timing	Waive
1	Prerequisite	Previous	Yes
2	Prerequisite	Previous or concurrent	Yes

Requisite Noncourses		Timing	Waive
1			
2			

Corequisite Sections		Waive
1		
2		

Number Corequisite Sections Needed All

Student Academic Credits X Student Profile X Noncourse Work Summary X

Student Academic Transcript X Test Summary External Transcripts

- **Select SEC or CRS from the “Crs/Sec With Requisites” required drop down field.** *\*For most situations, CRS is the correct choice; CRS will allow the student to register for ANY section of the specified course, SEC will allow the student to register for only one specific section of the course.*
- **Complete the corresponding “Crs” or “Sec” field** *\*This is determined by the selection chosen in the ‘Crs/Sec With Requisites’ drop down.*
  - If you selected CRS, you can choose a Waiver Term or a Start Date and End Date. If you are going to select one, it is preferred that you choose a Waiver Term over start/end date. You do not have to fill these fields, but if you have granted permission based off an unofficial transcript you should. Please be aware that selecting a waiver term will only allow the student to register for the course during the specified term. If they do not take it that term, a new waiver will need to be granted to allow them to take it for a different term.
  - If you selected SEC, you will not select a term or date; this information is built into the section number
- **Reason:**
  - WAVE Waived by Academics: Someone in Academics (*a department chair or dean*) has given permission
  - TRAN Verified-Unofficial Trans: Official transcripts have not been processed but unofficial transcripts have been provided
- **Comments:** Please ensure that you fill this out and provide information regarding who gave permissions and why, etc. Please also time/date stamp this (*there is a button for this if you detail into this field*)
- **Waive All Requisites: Y – YES**
  - By entering YES in this field, Colleague will waive all listed prerequisites; however; the Y will not remain in this box; it will auto populate a YES into the ‘Waive’ field of the prerequisites listed below.
  - You also have the option to not waive ALL prerequisites. If you want to do this, simply enter an N in the Waive field of the prerequisite that you do not want to waive. Please contact the Registrar’s Office if you need additional assistance.

## To Remove or Change a Waiver:

\*\*If you need to delete or remove a waiver, this is called “Revoking” a waiver. (you cannot change a waiver once it has been saved, so if you need to change a waiver, then you will actually need to ‘Revoke’ it and create a new one).

### To do this:

Select the waiver from the ‘SRWS – Student Requisite Waivers Summary’ screen, and enter a ‘Y’ in the Revoked field.

F9 – SAVE out of ‘SRQW’

The screenshot displays the SRWS (Student Requisite Waivers Summary) system interface. The top navigation bar includes the user name 'berganta' and a 'Log Out' button. The main header shows 'SRWS: Student Requisite Waiver' with a search icon and a 'Navigate' button. The student information section includes 'MNE MOSYNE TEST - 0902261' and a 'Test Student' button. The waiver details are as follows:

Crs/Sec With Requisites	CRS	Crs	COM-200	Sec	
Revoked	Yes	Waiver Term	19/SP	Waiver Start Date	
Reason	WAVE	Waiver End Date			
Comments	1				
Waived By	AMY M. BERGANT				

At the bottom, there are two checkboxes: 'Waive Previous and Previous-or-Concurrent' and 'Waive All Requisites', both of which are currently unchecked.