



Office of the Registrar
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GaelXpress 2.0 (aka Student Planning) Faculty Walkthrough

1. Once you have signed in, click on the **Faculty** module.

GaelXpress 2.0

Hello, Welcome to Colleague Self-Service!
Choose a category to get started.

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

2. Next, find your course and click on it (e.g. KINES-112-01).

GaelXpress 2.0

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Manage your courses by selecting a section below

Section	Times	Locations
Fall Term-2020		
BIOL-015-01: Human Anatomy	M/W/F 9:15 AM - 10:20 AM 8/31/2020 - 12/10/2020	TBD Lecture
BIOL-120-01: Vertebrate Zoology	T/Th 9:45 AM - 11:20 AM 8/31/2020 - 12/10/2020	TBD Laboratory
KINES-112-01: Sport and Exercise Psychology	M/W/F 8:00 AM - 9:05 AM 8/31/2020 - 12/10/2020	TBD Lecture
KINES-122-01: Prin Strength Train/Condit	M/F 1:00 PM - 2:40 PM 8/31/2020 - 12/10/2020	TBD Lecture
Spring Quarter-2020		
MKT-702-01: Global Management Communicatio	Sa/Su 8:30 AM - 5:30 PM 4/18/2020 - 4/26/2020 T/W 7:00 PM - 9:00 PM 4/21/2020 - 4/22/2020	Dante Hall, 217 Lecture TBD Hybrid

- After clicking on your course, you will see various pieces of information such as **Roster**, **Grading**, and **Course Permissions**. The first two you should be familiar with so we are going to focus on the **Course Permissions** tab. Within this section, you will find the following categories: **Requisite Waiver**, **Instructor Consent**, and **Add Authorization**.

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KINES-122-01: Prin Strength Train/Condit
 Fall Term-2020
 M/F 1:00 PM - 2:40 PM
 8/31/2020 - 12/10/2020
 TBD


Seats Available 24 of 24


Deadline Dates


Waitlisted 0 of 10

Roster Grading **Course Permissions**

Faculty Permissions
 Choose one of the categories below :

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

 **Instructor Consent**
For courses that need instructor's consent before enrolling


 **Add Authorization**
Review and manage add authorizations during add/drop

- Requisite Waiver** - Within this section, you still see whether the course has an existing requisite under **Prerequisite Information**. This means that any student registering for the course would need this fulfilled first. Otherwise, you could grant them a waiver in order to waive the prerequisite. If a course has a prerequisite and students have not fulfilled this, they will not be allowed to add these courses on their own. However, you can waive the prerequisite for them via this section. To do this, search for the student by entering the student's ID (the most accurate).

Roster Grading **Course Permissions**

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Requisite Waivers

Student Waiver Information

 No existing student waivers

Prerequisite Information

Course	Enforcement	Timing
Students must complete KINES-010 KINES-015 BIOL-013; minimum grade of C- or higher.	Required	Previous

Corequisite Information
 No corequisites

022846Q

022846Q
 Student TEST
 UG.General
 BS.BUSINESS
 ADMINISTRATION

- You will then receive a prompt that asks whether you want to waive the course's prerequisite. If you approve, tick the bubble next to **Approve** and then click the **Save** button.

Add Student Waiver

KINES-122-01: Prin Strength Train/Condit
Fall Term-2020

Student **Student TEST**
Student 0228460

Approve Deny

Comments Comments

Cancel
Save

- Once added, you will see a confirmation notification and the student will be listed under the waiver information. This means that the student now has the ability to add the course on their end, but you will have to communicate this to them since they won't receive an automatic notification. You can also utilize this section to track the approvals you have given.

Daily Work · Faculty · Faculty Overview ✔ Waiver added for selected student

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KINES-122-01: Prin Strength Train/Condit
Fall Term-2020
M/F 1:00 PM - 2:40 PM
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TBD
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Roster Grading Course Permissions

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Requisite Waivers

Student Waiver Information Student Name or ID

Student Name	Student ID	Authorized By	Updated On	Explanation
Student TEST	0228460	CHAU, J	5/15/2020 4:55:26 PM	Approved

Prerequisite Information

Course	Enforcement	Timing
Students must complete KINES-010 KINES-015 BIOL-013; minimum grade of C- or higher.	Required	Previous

7. **Instructor Consent** - Within this section, you will be able to give consent for your courses that require one. For example, some courses require an instructor’s consent before a student can enroll in it even if there are spots available. Please note that if a student is requesting to overload the term with more courses beyond the credit cap—depending on when they matriculated—they will require a separate approval from the Office of the Registrar.

Roster Grading Course Permissions

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Instructor Consent

Instructor Consent Status

0228460

No existing instructor consents

0228460
Student TEST
UG-General
BS.BUSINESS
ADMINISTRATION

8. You will then receive a prompt that asks whether you want to approve or deny this student for the add. If you approve, select **Approve** and select **Other Reason** and then click the **Save** button. This section also allows you to deny a student's request. While the denial would not give the student the permission to add, it is a good way to keep track of these decisions so you're not wondering whether you've already dealt with this student before.

Add Instructor Consent

KINES-122-01: Prin Strength Train/Condit		Fall Term-2020
Student	Student TEST Student 0228460	
Status	Approved	
Reason	Other (enter comments)	
Additional Comments	Additional Comments	
Cancel	Save	

- Once added, you will see a confirmation notification and the student has been given instructor's consent to add this course. This means that the student now has the ability to add the course on their end, but you will have to communicate this to them since they won't receive an automatic notification.

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Instructor Consent

Instructor Consent Status Student Name or ID

	Student TEST	0228460	Approved	Chau, J	5/15/2020 5:13:14 PM	Other (enter comments)
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- Add Authorization** - Within this section, instructors are able to give students the permission to add courses during the add/drop period (week 1). In order to give students permission to add a course on their end, click on the **Add Authorization** section. Search for the student by entering the student's ID (most accurate).

Roster Grading Course Permissions

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Student Add Authorization

0228460

0228460
Student TEST
UG General
BS BUSINESS
ADMINISTRATION

Currently there are not any Add Authorization Codes.

- After you have found the student and clicked on the record, it will ask whether you want to authorize the add. Click **Ok**.

Add Authorization Confirmation

Do you want to grant an Add Authorization for **Student TEST**?

Cancel OK

12. You will notice that the student has been given the add authorization. This means that the student now has the ability to add the course on their end, but you will have to communicate this to them since they won't receive an automatic notification. You can also utilize this section to track the authorizations you have given.

Daily Work Faculty Faculty Overview ✓ Add authorization granted.

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Roster Grading **Course Permissions**

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Student Add Authorization 0228460

Student Name	Student ID	Authorization Code	Status Date	Status
 Student TEST	0228460		5/15/2020 4:02:31 PM	Revoke

End of Walkthrough