Instructions for Faculty
How to waive a student’s pre or co requisites so they can get into your course
The first step is that the student will email/meet with you asking you if you agree to waive a prereq or coreq. If you do, ask them for their student ID and then continue to follow the instructions in this PowerPoint.
As a faculty, login to MajorPortal and click Faculty. Click into the class you want to allow a student to get into. Now click the “Permissions” tab.
Now click “Requisite Waiver”
Click “Add New”
A pop-up box will display. Put in Student ID and click search. Click approve so it turns green. Select waiver reason. Enter a more specific comment. Click Save.
You’re done! The student will now be able to enroll in the course as long as their advisor has approved.
If you accidently waived a pre/coreq and did not mean to, contact the Registrar so they can revoke it for you. Once the Registrar does that, “Revoked” will appear in red.
If you have any questions, contact the Office of Records at Millsaps College via phone at 601-974-1120 or via email at records@millsaps.edu.