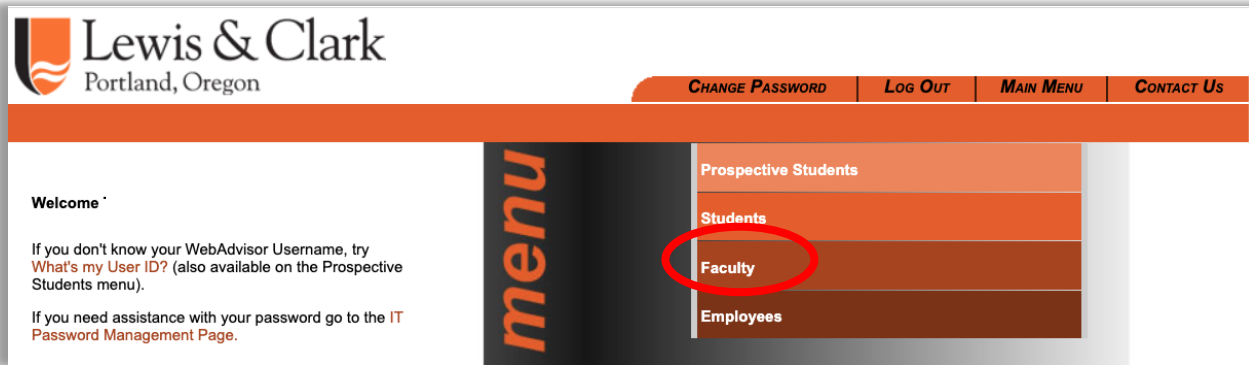


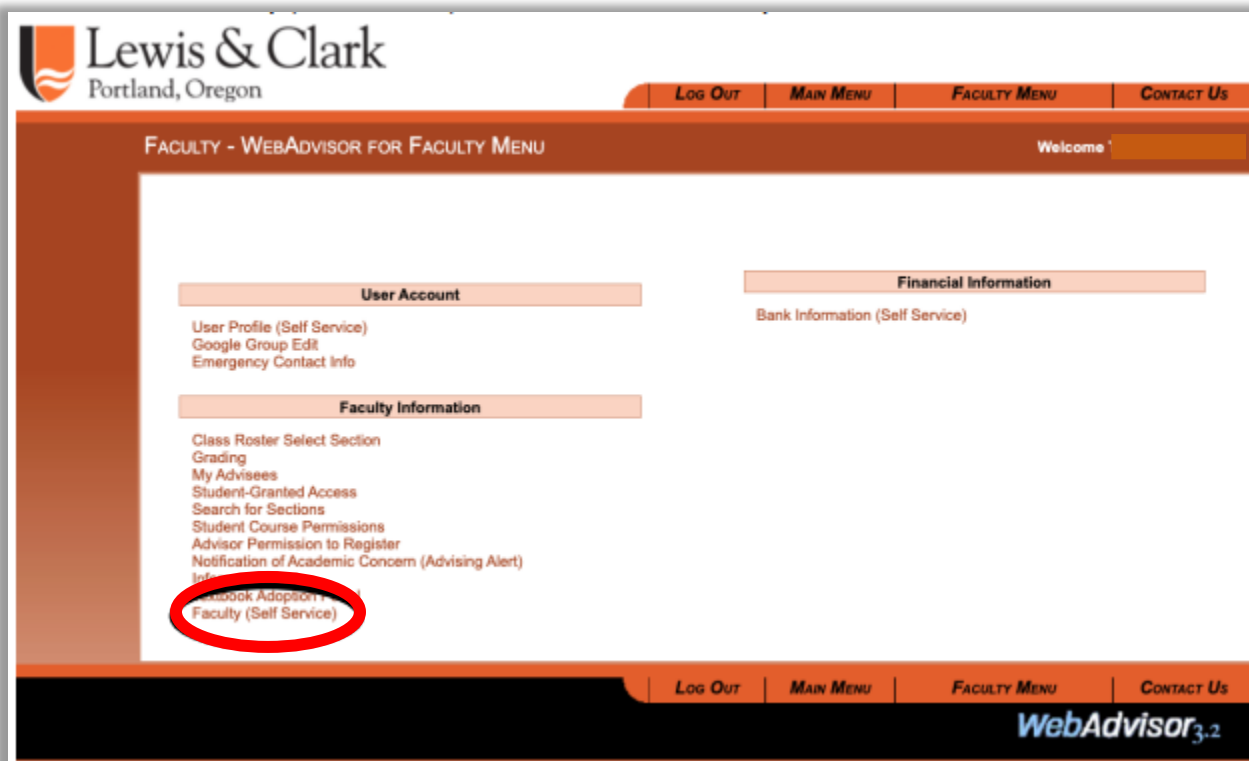
## How to Give Instructor Consent

As we transition away from WebAdvisor to the new Self Service, your roster screens will look a little different. Please follow these steps to grant instructor consent for your course section(s).

1. Login to WebAdvisor at: <https://webadvisor.lclark.edu>
2. Once you've logged in, click on the "Faculty" link.



3. Select the "Faculty (Self Service)" link under the "Faculty Information" section.



4. Select the course section you want to provide consent for. *Note: Your course sections are listed by term, with the current term listed on the bottom and future terms listed on top.*

## Manage your courses by selecting a section below

Grad - Spring 2023

Section	Times	Locations	Availability ⓘ
<a href="#">AT-582-01: Art Therapy Internship</a>	M 9:00 AM - 12:00 PM 1/9/2023 - 4/24/2023	To Be Announced, TBA Lecture	7 / 7 / 0
<a href="#">AT-582-02: Art Therapy Internship</a>	M 1:00 PM - 4:00 PM 1/9/2023 - 4/24/2023	To Be Announced, TBA Lecture	7 / 7 / 0
<a href="#">AT-511-01: Helping Relationship:AT</a>	W 9:00 AM - 12:15 PM 1/11/2023 - 4/19/2023	To Be Announced, TBA Lecture	14 / 15 / 0
<a href="#">AT-570-01: Art Therapy Candidacy</a>	Th 9:00 AM - 10:00 AM 1/12/2023 - 3/23/2023 M/Th 9:00 AM - 11:30 AM 4/3/2023 - 4/17/2023 Th - 4/20/2023 - 4/20/2023	To Be Announced, TBA Lecture To Be Announced, TBA Lecture To Be Announced, TBA Lecture	8 / 8 / 0

Grad - Fall 2022

Section	Times	Locations	Availability ⓘ
<a href="#">AT-530-02: Clncl Assess/Graphic Means</a>	W 9:00 AM - 12:15 PM 9/7/2022 - 12/14/2022	To Be Announced, TBA Lecture	0 / 8 / 2
<a href="#">AT-530-03: Clncl Assess/Graphic Means</a>	W 1:00 PM - 4:15 PM 9/7/2022 - 12/14/2022	To Be Announced, TBA Lecture	2 / 8 / 0
<a href="#">AT-582-01: Art Therapy Internship</a>	M 9:00 AM - 12:00 PM 9/12/2022 - 12/12/2022	To Be Announced, TBA Lecture	0 / 7 / 0

## 5. Select "Permissions"

### Section Details

[Back to Courses](#)

### AT-582-01: Art Therapy Internship




Grad - Spring 2023  
Graduate Campus

M 9:00 AM - 12:00 PM  
1/9/2023 - 4/24/2023  
Rogers Hall, 217 Lecture

**Seats Available ⓘ** 4 / 7 / 0

**Waitlisted 0**

Roster Grading **Permissions** Waitlist

Student Name	Student ID	Class Level
 Chosen First Chosen Last She/Her/Hers	123456	
 Test Student1 She/Her/Hers	123457	
 Test Student2 She/Her/Hers	123458	

## 6. Select “Faculty Consent”

Section Details  
[Back to Courses](#)


AT-582-01: Art Therapy Internship  
Grad - Spring 2023  
Graduate Campus  
M 9:00 AM - 12:00 PM  
1/9/2023 - 4/24/2023  
Rogers Hall, 217 Lecture


Seats Available ⓘ 4 / 7 / 0

Waitlisted 0

Roster Grading **Permissions** Waitlist

Faculty Permissions  
Choose one of the categories below:

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

 **Faculty Consent**  
Review and manage faculty consent

7. In the ‘Student Name or ID’ search field, enter the student name or 7 digit ID number. Note: The search results retrieve *all* person records in Colleague. **It is highly recommended you search by ID number.** You will also be able to view prior permissions given for this section on this screen.

Section Details  
[Back to Courses](#)

AT-582-01: Art Therapy Internship  
Grad - Spring 2023  
Graduate Campus  
M 9:00 AM - 12:00 PM  
1/9/2023 - 4/24/2023  
Rogers Hall, 217 Lecture

Seats Available ⓘ 3 / 7 / 0

Waitlisted 0

Roster Grading **Permissions** Waitlist

[Back To Faculty Permissions](#)

Faculty Consent

Faculty Consent Status

Student Name or ID ⓘ

test student ⓘ

**123456**  
Test Student1  
Master of Arts in Art Therapy  
Certificate in Eating Disorders

**123457**  
Test Student2  
Master of Arts in Art Therapy

**123458**  
Test Student3  
Master of Arts in Art Therapy

8. A pop-up window will appear. In the **Status** drop down menu select “Approved”. In the **Reason** drop down menu select “Consent/Override restrict”. You will be required to enter a comment in the **Additional Comments** field. Select **Save**

### Add Faculty Consent

**AT-582-01: Art Therapy Internship****Grad - Spring 2023**

Student

Test Student3  
Student 123458  
[cwhetstine@lclark.edu](mailto:cwhetstine@lclark.edu)

Status

Approved

Reason

Consent/Override restrict

Additional Comments

Meets requirements

Cancel

Save

9. You will receive confirmation that the student has been granted consent to register for your specific section.

Daily Work · Faculty · Faculty Overview

Section Details  
[Back to Courses](#)

AT-582-01: Art Therapy Internship  
Grad - Spring 2023  
Graduate Campus  
M 9:00 AM - 12:00 PM  
1/9/2023 - 4/24/2023  
Rogers Hall, 217 Lecture  
Seats Available 3 / 7 / 0

Waitlisted 0  
Roster · Grading · Permissions · Waitlist

[Back To Faculty Permissions](#)  
Faculty Consent

Faculty Consent Status

Student

ID

Status

Updated By

Updated On

Explanation

Test Student3

123456

Approved

Bella, K

9/20/2023 12:29:23 PM

Consent/Override restrict  
Meets requirements

Consent added for selected student

**Please contact the Graduate Registrar's Office with any questions.**

**[gradreg@lclark.edu](mailto:gradreg@lclark.edu)**

**503-768-6030**

**Rogers 301**