MARIAN UNIVERSITY
— Indianapolis —

Add Permissions

1. **Log into your MUHUB account using your MU credentials. Login link located at:**
   https://www.marian.edu/current-students/my-marian

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

2. **Click on the FACULTY tile to open up the list of assigned courses by term.**
3. **You can view course dates, meeting days, time, and room assignment on this page.**

Manage your courses by selecting a section below

Summer 2019

Section	Times	Locations
PHL-130-MM01: Human Nature and Person	M/T/W/Th 9:00 AM - 10:45 AM 5/6/2019 - 8/24/2019	Clare Hall, 129 Classroom

4. **Click on the course and click on the *Permissions* link. On the permissions page, there are four different categories – requisite waiver, faculty consent, student petition, and add permission.**

Waitlisted 0

Roster   Attendance   Grading   **Permissions**   Waitlist

Faculty Permissions
Choose one of the categories below :

Requisite Waiver
Use this action to waive a pre and/or co-requisites. Granting a waiver DOES NOT add the student to the course. The student must click the "register now" button in their MUHUB account.

Student Petition
Marian University is not using student petition. DO NOT USE!

Faculty Consent
Use this action to grant consent for a student to enroll a course that requires prior consent before enrollment. Faculty consent is typically used for internship and research courses. Granting consent DOES NOT add the student to the course. The student must click the "register now" button in their MUHUB account.

ADD Permissions
Use this action to grant a student permission to ADD this course if the course is currently closed with no active wait list. Granting permission DOES NOT add the student to the course. The student must click the "register now" button in their MUHUB account.

Add Permssions

The add permission process begins the first day of the ADD period. Typically the add period starts on the first day of class and runs the entire first week of class. The add date may vary depending on the program or other circumstances.

Add permissions allow an instructor to electronically approve a student to enroll in a course that is full. Courses that have open seats do not require add permissions during the ADD period.

ADD permissions do not enroll a student into the course. They grant approval. It is the responsibility of the student to process the ADD within MUHUB after the permission to add has been granted.

Search for the student by their NAME or Student ID in the search box to grant the permission. **Make sure you select the correct student in multiple names appear during a name search.**

Waitlisted 0

Roster	Attendance	Grading	Permissions	Waitlist

‹ Back To Faculty Permissions

Student permission to ADD   Student Name or ID 🔍

vary, hann 🔍

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▮▮▮▮▮M.
Undeclared

0287898
Hanna D. Varys
Undergraduate Non-Degree

Some student names and ID's blacked out in screen shot.

Click the OKAY button to grant the permission.

Permission to ADD Confirmation

Do you want to grant a permission to ADD for **Hanna D. Varys**?

| Cancel | OK |

If you grant an add permission to the wrong student or find you need to revoke the add permission for any reason, you can do this by clicking the revoke link:

Hanna D. Varys   0287898   8/12/2020 8:57:12 AM   Revoke

Important Information:

If a course has requisites and/or requires faculty consent, you may have students who need to also have one or both of this other permissions to enroll in the course in addition to the add permission. No single permission trumps another permission.