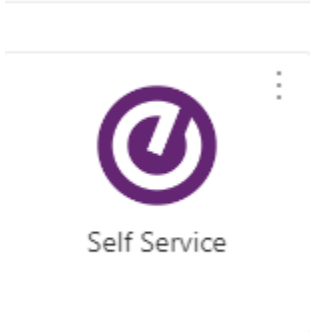


Add Authorizations Instructions

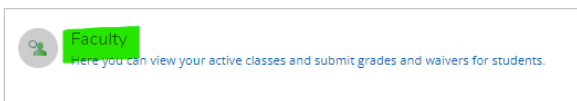
Students **DO NOT** need to be on the waiting list to provide Add Authorizations. The instructions below will show you how to give the student an add authorization without being on the waiting list.

Add Authorization allows students to enroll during the add period (class start to census date).

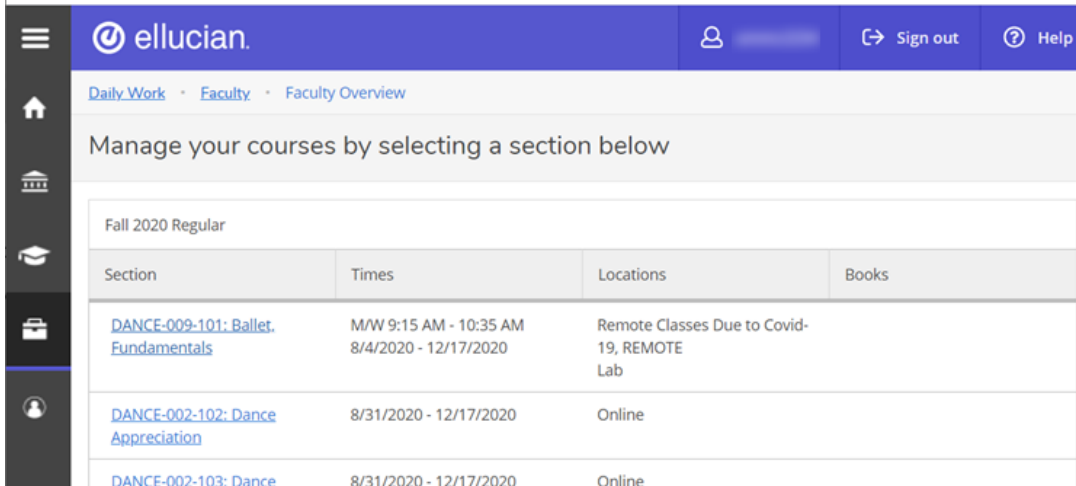
- 1) Log in to Self-Service (using Single Sign-On). Click Self-Service on the Apps Dashboard



- 2) To access Faculty Self-Service, click on the Faculty tab and Faculty overview



- 3) Select the class to add authorizations



The screenshot shows the 'ellucian' Faculty Overview page. The page has a blue header with the 'ellucian.' logo, a user profile icon, and 'Sign out' and 'Help' buttons. Below the header, there are breadcrumb links: 'Daily Work > Faculty > Faculty Overview'. The main content area is titled 'Manage your courses by selecting a section below'. It features a table for 'Fall 2020 Regular' courses.

Section	Times	Locations	Books
DANCE-009-101: Ballet Fundamentals	M/W 9:15 AM - 10:35 AM 8/4/2020 - 12/17/2020	Remote Classes Due to Covid-19, REMOTE Lab	
DANCE-002-102: Dance Appreciation	8/31/2020 - 12/17/2020	Online	
DANCE-002-103: Dance	8/31/2020 - 12/17/2020	Online	

- 4) Once in the Section Detail form, click on the **Permissions tab** and click the Add Authorizations tile

The screenshot shows the ellucian interface for a course section. The top navigation bar includes the ellucian logo and user profile icons. The breadcrumb trail is 'Daily Work > Faculty > Faculty Overview'. The main content area is titled 'Section Details' and includes a 'Back to Courses' link. The course information is: 'DANCE-009-101: Ballet, Fundamentals', 'Fall 2020 Regular', 'San Jose City College', 'M/W 9:15 AM - 10:35 AM', '8/4/2020 - 12/17/2020', and 'Remote Classes Due to Covid-19, REMOTE Lab'. Below this, it shows 'Seats Available 22 of 30' and a link to 'Deadline Dates'. The 'Waitlisted 0' section has two tabs: 'Roster' and 'Permissions', with 'Permissions' being the active tab. The 'Faculty Permissions' section prompts the user to 'Choose one of the categories below:' and displays four tiles: 'Requisite Waiver' (Waive prerequisites so that a student can register for the course.), 'Student Petition' (Review and manage student petitions.), 'Faculty Consent' (Review and manage faculty consent.), and 'Add Authorization' (Review and manage add authorizations.), which is highlighted with a red box.

- 5) Enter the student ID# on the search box (no leading zeroes required). The results will only show the student ID, Name and programs of study. Although you can search by name, it is highly recommended to use the student ID in order to assure you are authorizing the correct student

The screenshot shows the 'Student Add Authorization' form. It features a table with columns for 'Student Name', 'Student ID', 'Authorization Code', and 'Status Date'. A search dropdown is open over the 'Student ID' column, showing a search input field with a magnifying glass icon and a list of search results. The table contains one row with a student profile picture, a blurred name, a blurred student ID, an authorization code, and a status date of '8/1/2020 8:46:44 AM'. A 'Revoke' link is visible next to the status date.

- 6) You must **click on the student's name** otherwise, the OK box will not show

The screenshot shows a dialog box titled 'Add Authorization Confirmation'. The text inside reads: 'Do you want to grant an Add Authorization for [blurred student name] ?'. At the bottom of the dialog, there are two buttons: 'Cancel' and 'OK'.

- 7) Click OK to grant authorization to add to the student. **The system will not notify the student. Please send the student an email to make them aware of the authorization.**

- 8) Once authorization is given, the student will need to register through Self-Service beginning the first day of the semester (or on the first day of class for late start courses) to be officially added to the course.
- 9) While the student has not registered, the instructor can revoke the authorization by clicking on the Revoke link.

Student Add Authorization Student Name or ID

Student Name	Student ID	Authorization Code	Status Date	Status
			7/27/2020 3:29:05 PM	Registered
			5/17/2020 10:43:21 AM	Revoke

NOTE: Students who do not have authorization and try to enroll in a class during the “Add Period” (from beginning to census) will see the following message.

Register and Drop Sections

WARNING - Faculty add authorization is required to add the section at this time

Waitlist

Click on Waitlist to view the section waitlist.

The screenshot shows the 'Section Details' page for 'COMS-010-201: Interpersonal Communication'. The page includes course information such as 'Fall 2021 Regular', 'Evergreen Valley College', and '8/30/2021 - 12/16/2021 Online'. It also indicates 'Seats Available 0 / 35 / 5'. The 'Waitlist' tab is highlighted in green, showing 'Waitlisted 5' students. At the bottom, there are options to 'Print', 'Email All', and 'Export'.

Please note: The waitlist option for students is closed once the semester begins or once late start class begins.