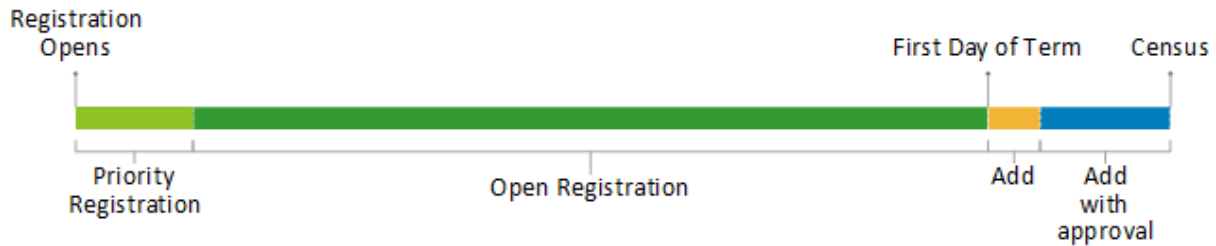


Registration occurs from when Priority Registration opens to the day before Census. Registration activities are time dependent and can only occur during specified timeframes:



**Priority and Open Registration:** Day 1 of Priority Registration to first day of term

**Faculty can:**

- raise class section capacity to automatically enroll waitlisted students (check with your Dean for process)

**Students can:**

- enroll in open classes
- join the waitlist for full classes

- Add Period:**
- Full term and first 9-week courses: Start date of term plus 5 calendar days
  - Late start and second 9-week courses: Start date of class plus 3 calendar days

**Faculty can:**

- raise class section capacity to automatically enroll waitlisted students (check with your Dean for process)
- use Add Authorization from Permissions Tab to let waitlisted students enroll themselves into full classes

**Students can:**

- enroll in open classes
- join the waitlist for full classes
- enroll with Add Authorization if class is full – must be on the waitlist

**Add with Approval:** End of Add Period until day before class Census

**Faculty can:**

- use Add Authorization from Waitlist to let waitlisted students enroll themselves
- use Add Authorization from Permissions Tab to let any student enroll themselves

**Students can:**

- enroll in late start classes
- join the waitlist for full late start classes
- enroll with Add Authorization

## Important Information

- Review class rosters the first day of class. Drop students who never attend to open seats for waitlisted students.
- Faculty who give Add Authorization to students will give students on the waitlist priority in the order the students are listed on the waitlist.
- For synchronous classes, if a student fails to appear for the first class meeting, faculty may disregard that student’s position on the waitlist.
- For asynchronous full-term classes, if a student does not reach out to the instructor by 11:59 pm, Saturday of the first week of instruction, then the instructor may disregard that student’s position on the waitlist.

## FAQs

**Q: How do I give a student an Add code?**

**A:** We do not use "Add codes." Instead, faculty can provide an Add Authorization through Self-Service. Once entered, students will be able to log into their Self-Service and see they have been granted authorization (usually within 20 minutes). They do not need to enter any codes to enroll. If you see a message about Add codes, recheck the page you are viewing and follow the instructions below.

**Q: I gave students Add Authorizations. Why are they still not enrolled in my class?**

**A:** Add Authorizations do not enroll students; students must enroll themselves. There may be reasons the student has not enrolled, such as holds or prerequisites. Make sure to communicate with students when you give them Add Authorization, and refer them to Admissions and Records if they need assistance enrolling.

**Q: Students get a "too late to add" message and cannot enroll even though I gave them Add Authorization.**

**A:** The "too late to add" message will appear when Add with Approval period is over. Students can no longer register on their own and must submit an Add form to Admissions and Records. Add forms must include first date of attendance, which must be prior to the class census date. If the student did not attend class or contact you before census, they will normally not be allowed to add. Contact the District Registrar if you would like an exception for extenuating circumstances to be considered.

**Q: How do I give a student who is not on the waitlist permission to add?**

**A:** Follow the steps for Add Authorization from Permissions Tab. You can give Add Authorization to any student at any time after the class begins. However, if the student is not on the waitlist the Authorization will not work until the Add with Approval period.

**Q: I am trying to give a student Authorization to Add but they do not appear when I search.**

**A:** First, make sure you are on the Add Authorization page (see screenshot in instructions). Next, check the student information you are entering. Do not enter any letters with the student ID – only enter 7 numbers.

**Q: My class has a waitlist, but it looks like there are seats available and students cannot enroll.**

**A:** The process to enroll students from waitlist into class runs several times per day. When a student drops a class with a waitlist, the next student on the waitlist will be enrolled when the process runs. Occasionally it may appear that there are available seats in a class with a waitlist; this occurs after a student drops the class and before the process runs to add the next student from the waitlist. Students cannot enroll in a class with a waitlist even if it temporarily shows available seats because the seat is technically taken by the next student on the waitlist.

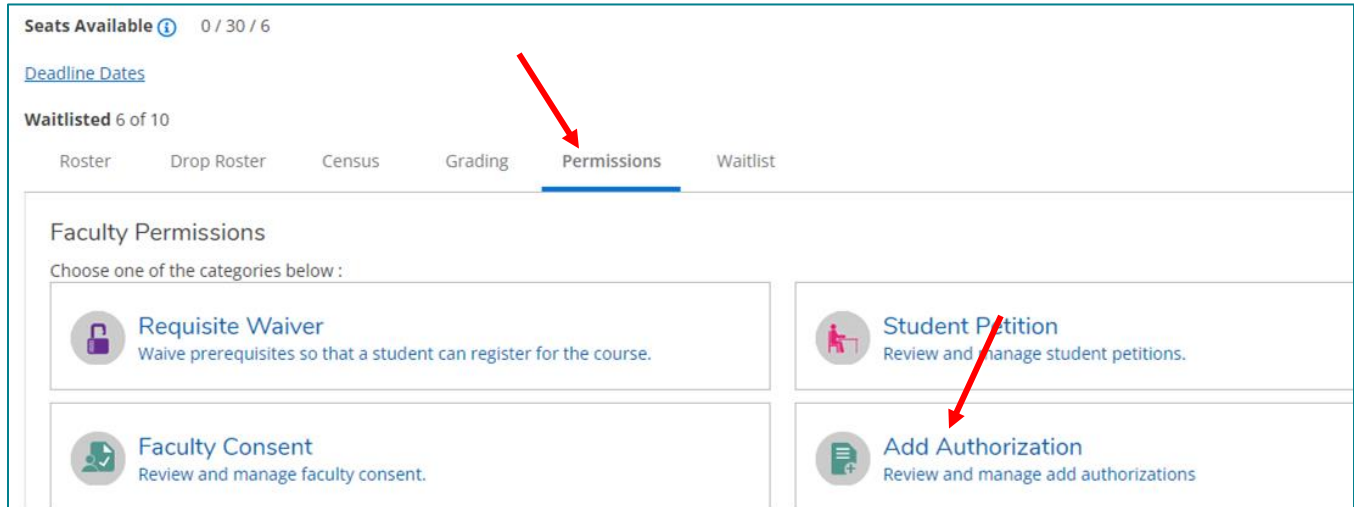
**Q: There are seats available in my class. Why do students need Add Authorization to enroll?**

**A:** The most common reason is the Add Period is over. The Add Period runs for full term and first 9-week courses from the start date of term plus 5 calendar days, and for late start and second 9-week courses from the start date of class plus 3 calendar days. Once the Add Period ends, students cannot enroll without instructor permission even if there are seats available in the class.

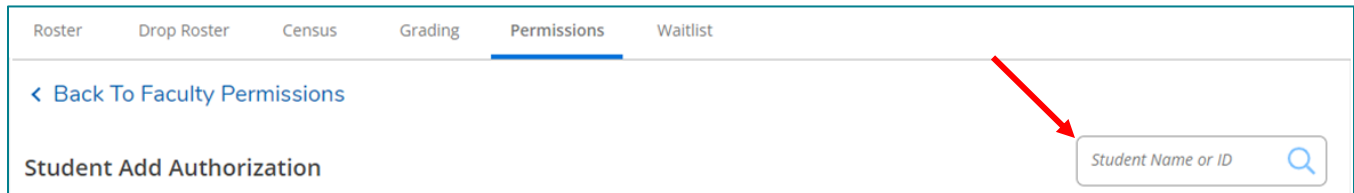
## Add Authorization from Permissions Tab

During the first week of the term (Add period) *students must be on the waitlist to use Add Authorization*. Add Authorization does not enroll the student. Students are responsible for enrolling themselves.

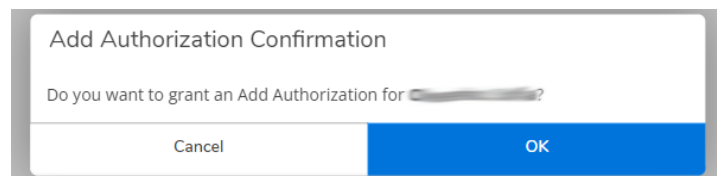
1. Log in to **Self-Service** and click on **Faculty Overview**. Click on **Course Management** and select the class.
2. Click on the **Permissions** tab, then **Add Authorization**.



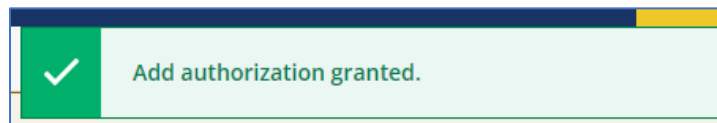
3. Enter the **Student Name** or **ID** in the search box and select the student. When entering Student ID only enter the 7-digit number – do not enter any letters.



4. Click **OK** to confirm the Add Authorization.



5. A confirmation will appear in the top right corner when the authorization is successful. The student will be able to log into their Self-Service and see they have been granted authorization. **Students can enroll 15 minutes after authorization has been granted.**



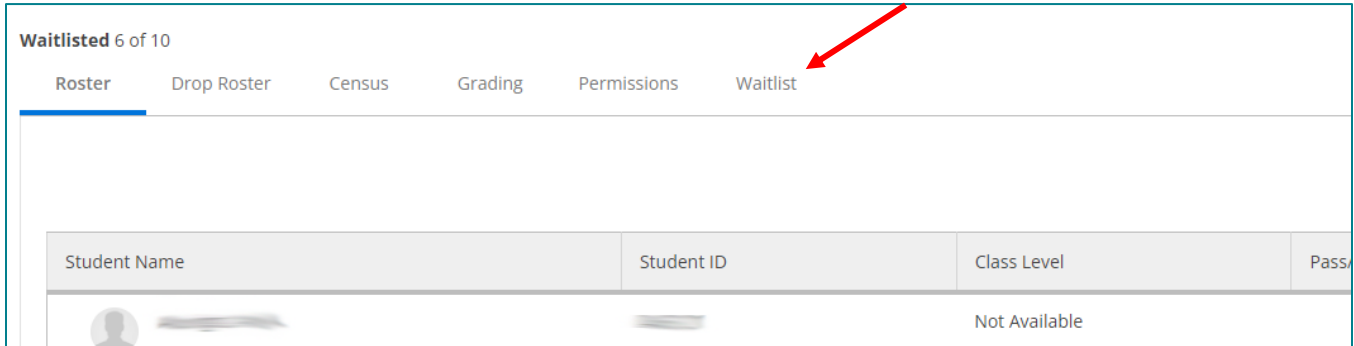
### Suggested Email Notification to Student:

You have been given authorization to add the requested section. You will be able to enroll in 15 minutes. Please log into your Self-Service and Register for the class. For assistance you can review the Waitlists student guide. Enroll early to ensure your success in the class. Please feel free to contact me if you have any questions regarding the class. Good luck in your studies!

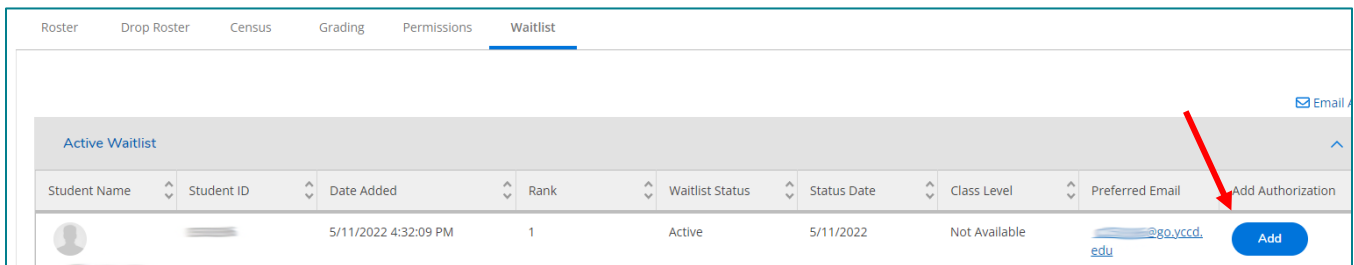
## Add Authorization from Waitlist

The following is **ONLY** available **AFTER** the first week of the term (Add period). During the first week, use the Add Authorization steps above. Like the other process, this process gives students Add Authorization. Add Authorization does not enroll the student. Students are responsible for enrolling themselves.

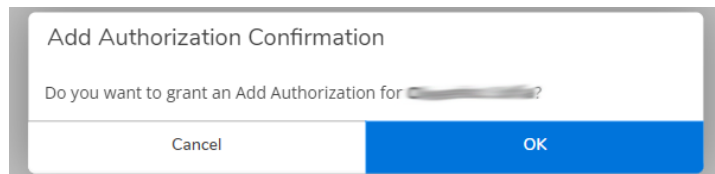
1. Log in to **Self-Service** and click on **Faculty Overview**. Click on **Course Management** and select the class.
2. Click on the **Waitlist** tab to review all students on the Waitlist.



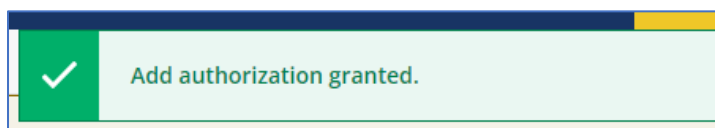
3. Click **Add** to give students authorization to add the class.



4. Click **OK** to confirm the Add Authorization.



5. A confirmation will appear in the top right corner when the authorization is successful. The student will be able to log into their Self-Service and see they have been granted authorization. **Students can enroll 15 minutes after authorization has been granted.**



### Suggested Email Notification to Student:

You have been given authorization to add the requested section. You will be able to enroll in 15 minutes. Please log into your Self-Service and Register for the class. For assistance you can review the Waitlists student guide. Enroll early to ensure your success in the class. Please feel free to contact me if you have any questions regarding the class. Good luck in your studies!

# Removing Add Authorization

Unused Add Authorizations should be removed prior to Census.

1. Log in to **Self-Service** and click on **Faculty Overview**. Click on **Course Management** and select the class.
2. Click on the **Permissions** tab, then **Add Authorization**.

Seats Available ⓘ 0 / 30 / 6

[Deadline Dates](#)

Waitlisted 6 of 10

Roster Drop Roster Census Grading **Permissions** Waitlist

### Faculty Permissions

Choose one of the categories below :

- 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.
- Add Authorization**  
Review and manage add authorizations

3. Click on **Revoke** to remove authorization for a student.

[Deadline Dates](#)

Waitlisted 6 of 10

Roster Drop Roster Census Grading **Permissions** Waitlist

[← Back To Faculty Permissions](#)

### Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
			9/22/2022 11:42:35 AM	Revoked
			9/22/2022 11:54:38 AM	<a href="#">Revoke</a>
			9/22/2022 11:55:02 AM	<a href="#">Revoke</a>