

Course Authorization and Waitlist (for instructors)

- Instructors can manage Course Authorizations and Waitlists for their courses through the Portal.
- Waitlist is enabled for courses: if a course is full, students will be prompted and may put themselves on a waitlist for the course (*see special note about waitlisting at the end of this document*).

All instructors will have access to the Course Authorization portlet to be able to grant online registration authorization to students for prerequisite and capacity overrides.

- **Prerequisite authorization:** allows a student to register for your course online without the prerequisites.
- **Capacity authorization:** allows a student to register even if the course is full OR allows a waitlisted student to move off the waitlist and into the course; this is also the way to authorize students for a course restricted to instructor permission only.

These overrides authorize a student to register online, but students still need to log into the Portal and register themselves during the four days of online registration in November.

Special note: One student may both lack the prerequisite and require a capacity override. In these cases, add both authorizations (course requisite and capacity) to enable the student to register.

The Course Authorization portlet is available on the Advising tab of the Portal.

- This portlet lists all courses for which you are the instructor, along with the number of authorizations you have added for that course. Click on the course number to add authorizations.

The screenshot shows the 'Course Authorization' portlet. At the top, there is a 'Set Options' tab. Below it, a text box explains that students can be authorized to register even if the course is full or if they don't meet prerequisites. The current term is 'FALL TERM 2015' and the division is 'All'. The faculty member is 'Andras Boros-Kazai'. A table lists courses and their total authorizations:

Course	Total Authorizations
HIST 272 01	0
IDST 272 01	0

At the bottom, there is a 'Course List' link.

- Here you can see capacity, enrollment, and number of waitlisted students. You also see the list of authorizations you have already granted and have the option to remove them.
- Also check out the "set options", where you can customize your name search options.
- To authorize a student, click the "Add New Authorizations" link.

Advising

Course Authorization - Details

Set Option

Course Authorization > Details

The Balkans: A Sense of Region

IDST 272 01 Undergraduate 1.00 Credits
Capacity:10 Enrollment:10 **Waitlisted:1**

Course Authorization Totals:

Show

All Conditions **Add New Authorizations**

Authorizations Granted
No Course Authorization data was found.

- Search for the student you would like to authorize. (There is an advanced search if the simple search is unsuccessful.) Select the correct student.

Advising

Course Authorization - Add New Authorizations

Set Options

Course Authorization > Details > Add New Authorizations

The Balkans: A Sense of Region

Undergraduate 1.00 Credits
Capacity:10 Enrollment:10 **Waitlisted:1**

Add Authorization

To add an authorization for this course, you must first search for a student by entering their name and/or ID in the fields below.

Last Name: First Name: ID: [Advanced Search](#)

Advising

Course Authorization - Student Search Results

Set Options

Course Authorization > Details > Add New Authorizations > Student Search Results

To select a student, click the Select button beside that student's name.

Student Search Results

Student	ID	Major	Classification	Current Division	Campus
<input type="button" value="Select"/> Mouse, Matilda (Matilda/Minnie) Laverne	2166164		First-year	Undergraduate	
<input type="button" value="Select"/> Mouse, Morty Quincy	2166518			Undergraduate	

- Next, select the authorization(s) you would like to give this student by checking the boxes that apply and selecting an appropriate reason from the drop-down box. Click 'Add Authorization.'

Student: Mouse, Matilda (Matilda/Minnie) Laverne ID: 2166164

Add	Authorization Condition	Reason
<input type="checkbox"/>	Capacity	Capacity: Accept above the course CAP
<input type="checkbox"/>	Course Requisite	Capacity: Accept above the course CAP Capacity: Needs course to graduate Capacity: Permission of Instructor required to enroll Prerequisite met by Transfer Credit Prerequisite waived Prerequisite met by AP credit

- This will authorize the student to register online for your course. The students will still need to log into the Portal and register themselves.
- Notify the student that they have been approved to register and must move themselves off the waitlist in the Portal to complete the process.

Waitlist Access

Although the Course Authorization portlet shows you the number of waitlisted students, you must go to your class roster to see who is on the waitlist.

Important: You will not be notified when a seat opens up in your course for a waitlisted student – you are responsible for checking the registration for your course and managing your waitlist.

- Under 'Faculty Course Control,' select 'Class List' for the course you want to view.
- You will need to activate the waitlist viewing in your options. Click 'Set Options.'

Academics

Faculty Course Control - Class List

Set Options

[Faculty Course Control](#) > [Class List](#)

Course: IDST 272 01 ▾

Course Details FALL TERM 2015 | Undergraduate | IDST 272 01 | The Balkans: A Sense of Region

Cross-listed Courses	Faculty	Meets	Dates	Rooms
HIST 272 01	Boros-Kazai, Andras	TR 2:00 PM-3:50 PM	8/24/2015 -12/15/2015	BEL/ MI/ 110

- From here, you can set your preferred viewing options. You can view waitlist only or see your waitlisted students alongside the currently registered.

Faculty Course Control

[Faculty Course Control](#) > [Class List](#) > [Class List Options](#)

Portal User Options

Changing these user options will affect this portlet on all pages in the portal.

Search Options

Include Registered

Include Withdrawn

Include Waitlisted

Display Options

Show If Graduating

Show Grading Type

Show Grade (If Permission)

Show Credit Hours

Show Only Graduating Students

Show Photos

Save

Cancel

- Select 'Include Waitlisted' and Save. You will then see the names of the waitlisted students at the bottom of your roster, with a 'Status' of 'W – Waitlisted.'
- To allow a student to move off the waitlist and register your course, go to the Course Authorization Portlet and add a "Capacity" override for this student.
- Notify the student that they have been approved to register and that they must move themselves off the waitlist in the Portal to complete the process (see below).

Student Instructions

- When a faculty member applies any authorization to a student, the student is responsible for logging into the Portal and completing the registration.
- Students should go the 'Add/drop courses' portlet. For most authorizations, the student can just add the course by the usual process. Whatever issue held up the registration previously should no longer stop registration.
- It is possible that the student has more than one issue with registration – such as enrollment above the cap with instructor permission and lack of prerequisite. The instructor might not have added both authorizations – in these cases, the student should get back in contact with the instructor about the problem. The Registrar's Office will be unable to confirm if the instructor is actually aware of both issues and okay with the student registering.
- If the student is on a waitlist, they should see a 'Waitlisted Courses' list underneath the 'Your Schedule' list.

Your Schedule (Registered)									
Drop	Code	Title	Schedule	Location		Units	Credit Type	Division	
	PEC 308 01	Physiological Fndtns Coaching	MWF 8:45 - 9:50 AM	Beloit College	Center for the Sciences 301	1.00	Letter Grade	Undergraduate	
	TDMS 101 01	Public Address (2A)	MWF 10:00 - 11:05 AM	Beloit College	Neese Theatre Bldg BNGE	1.00	Letter Grade	Undergraduate	
	TDMS 250 B2	Sets and Location Shooting (2A)	TR 10:00 - 11:50 AM	Beloit College	437 E. Grand (CELEB) TVSTD	0.50	Letter Grade	Undergraduate	
<input type="checkbox"/>	TDMS 250 C2	Cinematography (2A)	TR 10:00 - 11:50 AM	Beloit College	437 E. Grand (CELEB) TVSTD	0.50	Letter Grade	Undergraduate	
<input type="button" value="Drop Selected Courses"/>									
Waitlisted Courses									
Drop	Code	Title	Schedule	Location		Units	Credit Type	Division	
<input type="checkbox"/>	ANTH 100 01	Society and Culture (3B,W,C)	MWF 1:30 PM - 2:35	Beloit College	Godfrey Hall 102	1.00	Letter Grade	Undergraduate	
Move to Current	<input type="checkbox"/>	IDST 272 01	The Balkans: A Sense of Region	TR 2:00 PM - 3:50	Beloit College	Morse-Ingersoll Hall 110	1.00	Letter Grade	Undergraduate
<input type="button" value="Leave Selected Waitlist(s)"/>									

- If the student has been authorized by the instructor, 'Move to Current' will be an option by the waitlisted course. In the example, the student has been authorized to move off the waitlist for IDST 272, but not yet authorized for ANTH 100.

SPECIAL NOTE ABOUT WAITLISTING:

- ***If for their one class for the day a student tries to sign up for a class that is full and chooses to waitlist themselves when prompted, that student will be put on the waitlist and can still register for another class. BUT***
- ***If a student has successfully registered for their one class for the day, they cannot attempt to sign up for another course, hence cannot (on that day) get on the waitlist.***
- ***This applies to each day of online registration***