

Course Authorization and Waitlist (for students)

- 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.

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 a course 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.
- **Registration Permission Required authorization:** allows a student to register for a course restricted to instructor permission only.

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

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

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 below 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	
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
Leave Selected Waitlist(s)									

- If the student has been authorized, '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 ANTH100.
- In some cases, a student may not see the 'Move to Current' option. If this happens, a student should drop the course for which they are waitlisted, and then add the course to their schedule.

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.