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.

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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.

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

• 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.’

• 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.’

### Faculty Course Control

**Course:** IDST 272 01

<table>
<thead>
<tr>
<th>Course Details</th>
<th>FALL TERM 2015</th>
<th>Undergraduate</th>
<th>IDST 272 01</th>
<th>The Balkans: A Sense of Region</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cross-listed Courses</td>
<td>MIST 272 01</td>
<td>Boros-Kazai, Andras</td>
<td>TR 2:00 PM-3:50 PM</td>
<td>8/24/2015 -12/15/2015</td>
</tr>
</tbody>
</table>

- 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

**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

- 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.

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