

Student Add Authorizations Instructions

This document outlines the new online process to assign add authorizations to students. This authorization allows students to enroll during the add period (class start to census).

- 1) Logon to [Single-Sign On](#) and go to the Faculty Menu

SJECCD SECURE LOGIN

Username

FirstName.LastName@evc.edu

Password

.....

Login

[Unlock/Reset Password](#) | [Change Password](#)

First time sign-in for students, please visit our ITSS Help Desk Portal [Knowledge Base](#)

- 2) Select the class to add authorizations

Fall 2020 Regular			
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	

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

The screenshot displays the ellucian interface for a course section. The top navigation bar includes the ellucian logo and user icons. The breadcrumb trail shows 'Daily Work' > 'Faculty' > 'Faculty Overview'. The main heading is 'Section Details' with a 'Back to Courses' link. The course title is 'DANCE-009-101: Ballet, Fundamentals'. Below this, course details are listed: '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'. The 'Seats Available' section shows '22 of 30'. A 'Deadline Dates' link is present. The 'Waitlisted' section shows '0'. Below these are tabs for '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). The 'Add Authorization' tile is highlighted with a red border.

ellucian

Daily Work • Faculty • Faculty Overview

Section Details

< Back to Courses

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
Remote Classes Due to Covid-19, REMOTE Lab

Seats Available 22 of 30

[Deadline Dates](#)

Waitlisted 0

Roster Permissions

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

- 4) 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

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date
	123456		8/1/2020 8:46:44 AM

[Revoke](#)

- 5) You must click on the student name otherwise, the OK box will not show.
- 6) 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. The student will need to register through Self-Service to be added to the course once add authorization is given.

Add Authorization Confirmation



Do you want to grant an Add Authorization for **Student: John W.**?

[Cancel](#) [OK](#)

- 7) While the student has not registered, the instructor is able to 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
	123456		7/27/2020 3:29:05 PM	Registered
	123456		5/17/2020 10:43:21 AM	Revoke

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

Register and Drop Sections

10000-000-000 - Faculty add authorization is required to add the section at this time