Adding Course Authorizations

The term ‘Course Authorization’ refers to allowing a student to register for a course that they otherwise would not be able to due to one of the following conditions: the student has not met the pre-requisite, the course is at capacity (student is waitlisted), or the course conflicts with another course in their schedule. All instructors have the ability to add an authorization for any of these three reasons after classes begin. During pre-registration, instructors are only able to authorize the Course Requisite condition.

**Quick Guide**

1. Log into my.lakeforest and click on the Faculty tab and then the link for My Authorizations.
2. Select the course that you want to add an authorization for.
3. Enter the First Name, Last Name or ID# for the student and click Search.
4. Check the box and click Add Authorizations for Course Requisite.
5. Let the student know that they can now register for the course.

**Visual Guide**

1. Log into my.lakeforest and click on the Faculty Tab.
2. Click on the My Authorizations link on the left.
3. A list of all the courses you are currently teaching will appear in the portlet.
4. If you click on the Course Link at the bottom, your screen will change and you will be able to search for all the courses you are able to authorize.

Please note: Only Department Chairs, Program Chairs and the Dean of Faculty will be able to approve course authorizations for courses other than those they are not teaching. All other instructors will be limited to authorize for their courses only.
Once you see the course that you want to add an authorization for, click on the link for the course and you will see this screen where you can add authorizations.

You can search for a student based on First or Last Name or their ID#.

Once you select your student, you will be able to check one of the three requisite types and then click Add Authorization(s).

Once the authorization is added, the student will then be allowed to register for the course.

You should now see the student appear in a list of all the Authorizations Granted for the course.