

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.

Course Authorization

Set Options

Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a course to view authorizations or to add authorizations for that course.

Term: 2010-2011 SPRING
Division: All

Faculty:

Course	Total Authorizations
BUSN 415 01	0
ECON 110 03	0
ECON 340 01	0
ECON 415 01	0
ENVR 340 01	0

[Course List](#)

This is a term-by-term list of all the courses you are currently teaching.

- 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.

Course Authorization - Course List

Set Options

[Course Authorization](#) > [Course List](#)

Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a course to view authorizations or to add authorizations for that course.

Term: 2010-2011 SPRING

Show

Courses I am teaching All courses I can authorize

Division: All

Department: All Departments

Courses Available for Authorizations

Course	Division	Requisites	Capacity	Schedule Conflict
BUSN 415 01	UG	0	0	0
ECON 110 03	UG	0	0	0
ECON 340 01	UG	0	0	0
ECON 415 01	UG	0	0	0
ENVR 340 01	UG	0	0	0

5 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.

Course Authorization - Details

Set Options

[Course Authorization](#) > Details

Environ & Natural Resource Econ

ECON 340 01 Undergraduate 1.00 Credits
Capacity:24 Enrollment:0 Waitlisted:0

Course Authorization Totals:

Show

All Conditions [Add New Authorizations](#)

Authorizations Granted

No Course Authorization data was found.

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

Course Authorization - Add New Authorizations

Set Options

[Course Authorization](#) > [Details](#) > Add New Authorizations

Environ & Natural Resource Econ

Undergraduate 1.00 Credits
Capacity:24 Enrollment:0 Waitlisted:0

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](#)

7 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.

Course Authorization - Add New Authorizations

Setup Set Options

[Course Authorization](#) > [Course List](#) > [Details](#) > Add New Authorizations

Evolution

Undergraduate 1.00 Credits
Capacity:10 Enrollment:15 Waitlisted:0

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](#)

When a student has been retrieved, the window displays the authorization conditions for which you have permission to grant authorization. For authorizations to be saved, the Add box must be checked and a Reason selected from the drop down when you click the Add Authorization(s) button.

Student: Kendera IV [DUPLICATE], Mary Agnes (Mary) ID: 213436

Add	Authorization Condition	Reason
<input type="checkbox"/>	Capacity	Manual Authorization
<input checked="" type="checkbox"/>	Course Requisite	Manual Authorization
<input type="checkbox"/>	Schedule Conflict	Manual Authorization

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

Authorizations Granted

Remove	Student	ID	Condition	Reason	Date Added	Added By
<input type="checkbox"/>	Haas, Frank E.	313124	Capacity	Late Registration	11/1/2010 11:16:19 AM	