

Add Authorizations

During the Spring 2023 semester, based on faculty input through the Academic Senate, the Office of Instruction recommended changes to the process, parameters, and requirements for the initial implementation of Add Authorization for fall 2023. This process addressed the concerns expressed by faculty about eliminating waitlists and the open add period.

- Open enrollment and waitlist processes in Self Service are maintained as they currently exist through the Sunday before the beginning of the semester.
- Automatic enrollment from waitlists ends on Sunday night before the start of the semester.
- Beginning Monday (or the first day of the semester), all student enrollment moves to faculty add authorization in Self Service. Students can only enroll through add authorization, even if there are open seats in the class.
- Waitlist rosters are frozen but remain visible in the system from the point they are frozen on Sunday so faculty can use the waitlist order to provide add authorizations to students as seats become available.

Parameters and faculty requirements:

- Faculty must give add authorization to students into open seats through the first week of the semester and may add students through the first two weeks of the semester when late registration ends.
- Faculty **MUST** provide add authorizations for students if there are open seats in the course.
- Faculty may add over the cap at their discretion. This will require MOU with the BCEA and PFA to prevent faculty from adding to double-load enrollments without authorization.

In Fall 2024 the Academic Senate formed a work group to compile feedback from Faculty on the add authorization process based on the implementation of the new process during Fa23, SP 24 and FA 24. This input provided the current process we have followed during the last few semesters:

- Prior to the term students will automatically be added to the course from the waitlist if seats become available and they qualify to enroll in the course.
- Once the term begins, the waitlist will be closed and students are no longer able to be enrolled off of the waitlist.

- All students who were on the Active Waitlist are transferred to the Nonactive Waitlist.
- Faculty can click on the Nonactive Waitlist to unhide the names and ID#'s of the students.
- Faculty may give an Add Authorization through their Self-Service Faculty Roster Permissions Tab. They can copy and paste the student ID# from the active waitlist to provide an Add Authorization in Self-service.
- Admissions and Records provided the [Steps for Issuing an Add Authorization](#), and videos on the [Self-Service: Add Authorizations for Faculty](#)
- Admissions and Records emails Faculty the non-active waitlist the day before add authorizations begin (the day before the semester begins).

There will be an opportunity to adjust this process, and we encourage faculty to start thinking about any questions, concerns, and areas for improvement that faculty may have about the current add authorization process and potential modifications to the add authorization process.

The Academic Senate may choose to act by sending this information and start the communication process with faculty; the Academic Senate may also choose to create a work group that operates within the scope of the 10 + 1, to identify opportunities to make this process better for both, faculty and students needing to add courses.