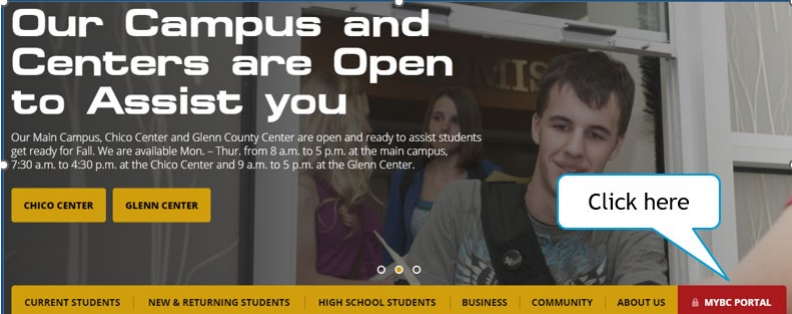
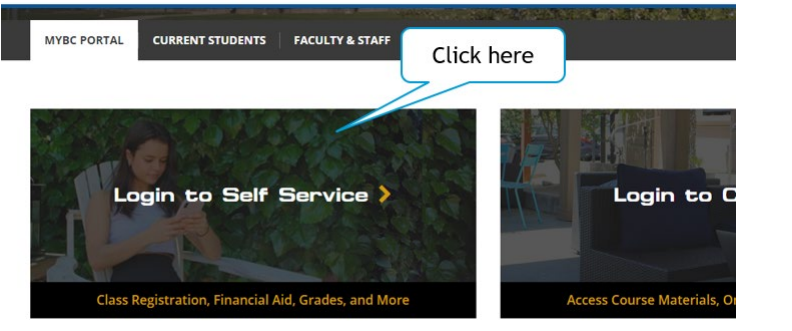
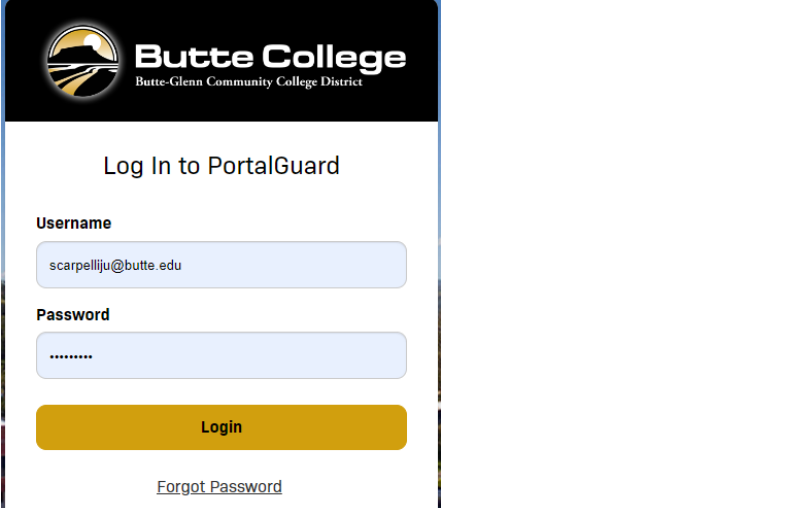


Issuing an Add Authorization

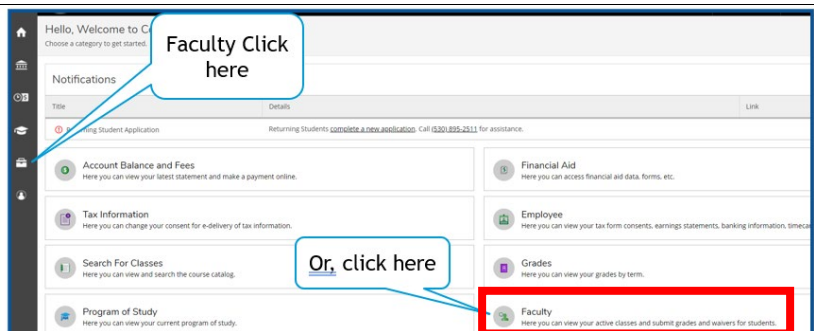
Add Authorizations replaced the electronic add card beginning Fall 2023. Once a class starts meeting, a student will need an Add Authorization to register for the class section whether seats are available or not. Once you authorize the student to enroll in your section, tell the student to go to their MyBC Self-Service portal to complete the registration. See instructions below:

NOTE:

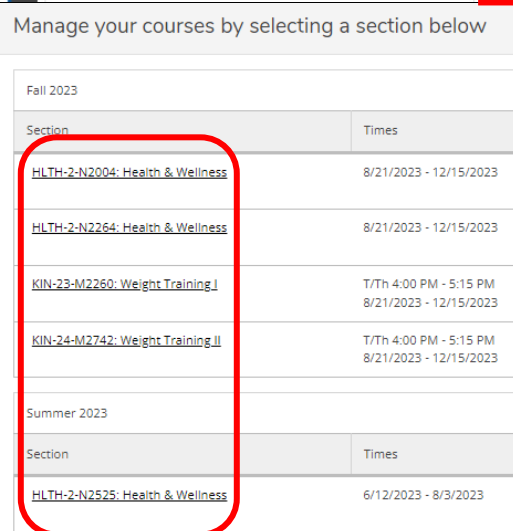
Add Authorizations are valid until the section’s Census date. It is your responsibility to monitor and revoke Add Authorizations that are active prior to Census (see the Census date on your Section Details in Self-Service).

STEPS	SCREENSHOT
<p>1. After receiving the student request to add via email or in person, confirm the student’s full name and ID#.</p>	<p>For example: Isaac Newton, ID# 3000000</p>
<p>2. On the Butte College home page, click MyBC</p>	
<p>3. Login to Self-Service on your computer or mobile device.</p>	
<p>4. Enter credentials and log in</p>	

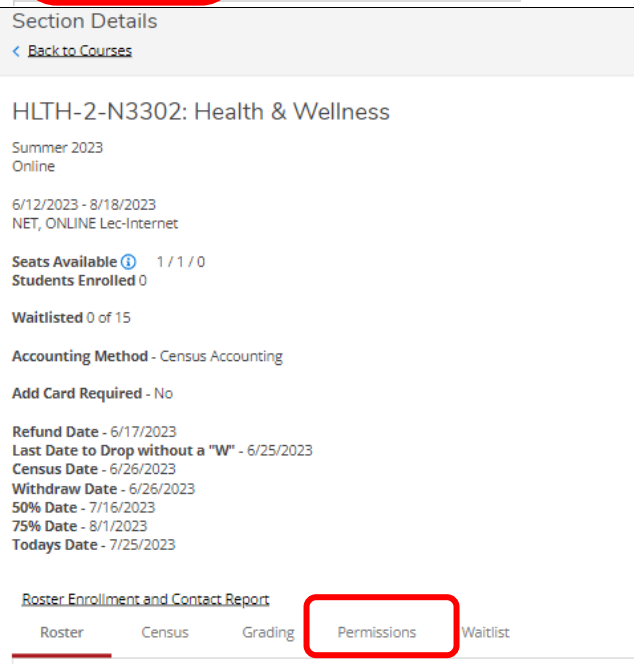
5. Click on Faculty module to open the **Faculty Overview** screen.



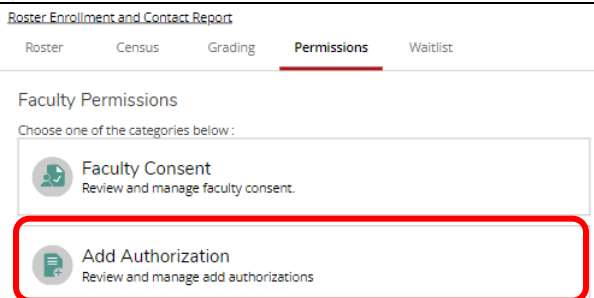
6. In your **Faculty Overview** screen, your assigned sections are displayed in term order. Click on the section link to open the **Section Details** screen



7. In the **Section Details** screen, the section information for your assigned section is displayed. This page is your launch point for section related actions. Take note of the various tabs. This is where all section functionality is nested. Click on the **Permissions** tab.



8. In the **Permissions** tab, click the **Add Authorization** box.



9. The Student Add Authorization screen will display the authorized students that can add the class during the add period.

Roster Enrollment and Contact Report

Roster Census Grading **Permissions** Waitlist

< Back To Faculty Permissions

Student Add Authorization

Currently there are not any Add Authorizations.

10. In the search box on the right, type the student ID and press Enter. This will display the student that matches that ID. Single click on the student you wish to add.

Roster Census Grading **Permissions** Waitlist

< Back To Faculty Permissions

Student Add Authorization

3527893
Isaac Newton
Social and Behavioral
Science

Currently there are not any Add Authorizations.

11. You can also retrieve the Student ID from the **Waitlist** roster if the student was on the Waitlist. Click on the **Nonactive Waitlist**. Copy the Student ID and paste it into the Add Authorization search box.

Roster Enrollment and Contact Report

Roster Census Grading Permissions **Waitlist**

Active Waitlist

No students are actively waitlisted for this section

Nonactive Waitlist

*NOTE: Take a screenshot of your Active Waitlist **the day before the class starts** so you can see the **waitlist rank** for making add authorization determinations!!*

12. Click the **OK** button in the confirmation dialog to add the student.

Add Authorization Confirmation

Do you want to grant an Add Authorization for Isaac Newton?

Cancel **OK**

13. The student is now authorized to register for the class in Self-Service and the record is displayed.

Let the student know they have been authorized and when the authorization will expire. You will see the hyperlink **Revoke** in the status column. When the student registers for the class, the status changes to **Registered**.

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
Isaac Newton	3527893		7/25/2023 4:56:05 PM	Revoke
Isaac Newton	3527893		7/25/2023 4:59:05 PM	Registered

CANCEL AN AUTHORIZATION:


Add Authorizations must be revoked by the section census date or before at the instructor's discretion. Go to the Add Authorization box and click on the **Revoke** link and the status will change to **Revoked**. If you don't revoke these before Census, you may get some late adds!!!

Recommendation: Set a deadline of 24-48 hours for students to add the class. Revoke any Add Authorizations that don't have a status of "Registered".

Student Add Authorization

3527893



Student Name	Student ID	Authorization Code	Status Date	Status
 Isaac Newton	3527893		7/25/2023 4:56:05 PM	Revoke