News
YOU CAN USE

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THIS
ISSUE

Registration Processes

NO SHOW DROPS- OUR OBLIGATION

Processing the No Show Drops must be completed in a timely manner because:

- It is the college's obligation to clear rosters of students who have never attended or participated in an online class by the No Show Deadline.
- It is a Title IV Regulation (Financial Aid). Financial Aid funds should not be disbursed to students who never attended or who are not actively attending/participating in the class by the No Show deadline.
- It gives another student the ability to enroll in the class prior to the deadline.

Sunday, February 26 is the last day a student can add a 16 week courses (In person and Online). All short term classes the deadline to submit No Show is the same as the last day to add/last day to drop without notation dates on your class rosters. The dates vary depending on the days the course meets. The short term schedule is available

If after submitting the form there is a student that you still need to drop as a No Show please immediately submit a No Show Online Request Form (under the Forms tab) found on the Faculty Resources Webpage under the Admissions and Records Information for Faculty

https://www.elcamino.edu/departments/professional-development/faculty-resources/index.aspx

REINSTATMENT

It is up to the instructor whether or not to reinstate a student. The student must have been officially enrolled in the class in order to be reinstated. If you drop a student as a No Show and wish to reinstate please use the below form. Students who don't use the add code or on the waitlist do not qualify for reinstatement. Reinstatement has never been easier Reinstatement Request Form (under the Forms tab) found on the Faculty Resources Webpage under the Admissions and Records Information for Faculty

https://www.elcamino.edu/departments/professional-development/faculty-resources/index.aspx

ADD AUTHORIZATION

Beginning Winter 2023 we replaced the Add Code with the digital Add Authorization Process. Add Authorization are needed once the class begins through the last day to add the class. Add Authorization only works during the Add Authorization period. When you grant a student an add authorization the student still has to add the class during the add authorization period. The authorization will not work if the student has a registration hold, a time conflict, they reached their unit limit to register without an overload petition, and/or they do not meet the prerequisite. If the student still wants to enroll in the class they will need to take care of any registration restriction prior to the add authorization deadline. Add Authorization Instructions for both Faculty and Students will be located on the Faculty Resource Webpage:

https://www.elcamino.edu/departments/professional-development/faculty-resources/index.aspx

ASSISTANCE

ADMISSIONS & RECORDS (A&R) ASSISTANCE FOR YOU

If you need assistance we are here to help:

A&R Questions Email

Lillian Justice ljustice@elcamino.edu

Steve Waterhouse swaterhouse@elcamino.edu

Computer Access

helpdesk@elcamino.edu or 310-660-6571

Bookmark the *Faculty Resources Webpage* for future reference within the semester

https://www.elcamino.edu/departments/professional-development/faculty-resources/index.aspx

The resource webpage contains important information for the term, online forms, instructions how to guides, etc.

ADD AUTHORIZATION

FORMER ADD CODE PROCESS
BEGINNING WINTER 2023

1. Log into MyECC and select *Faculty Class Roster & Schedule*:
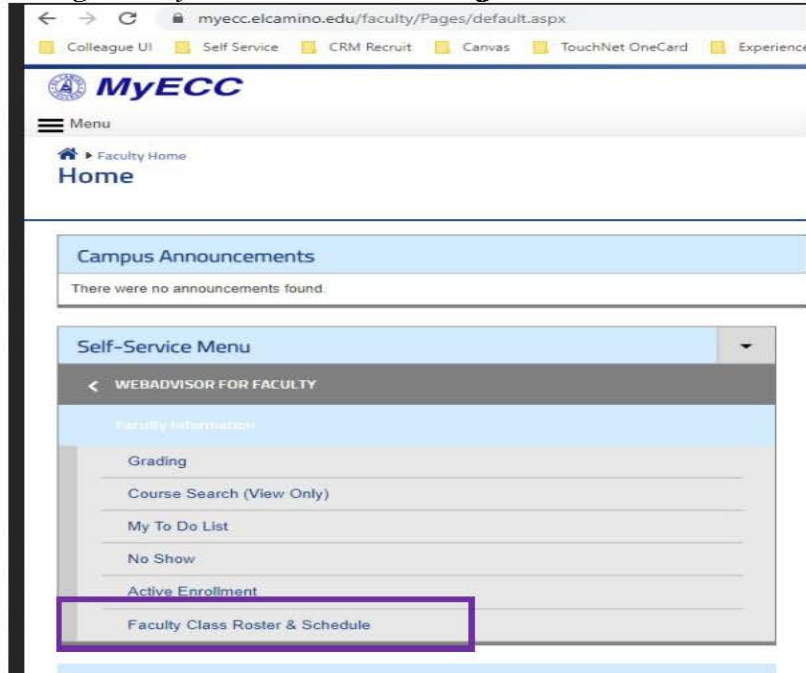
2. The webpage will open to the *Faculty Overview* Self-service page which shows you the class sections that you are teaching by term. The *Availability Column* will display 3 numbers that can help you when issuing Add Authorization to students.

   Using ART – 150- 5005 as an example--0/2/1: The available number of students that can register for the class/the number of students registered in the class/the number of students on the waitlist.

3. **Authorizing a student to add from the waitlist**.

   After you click on the section you want to give a student on the waitlist an **Add Authorization,** you will navigate to the **Waitlist tab** and click the [Add] button next to student you are granting permission to add the class. Once you click on the Add button, you will be ask to confirm you want to grant permission to the student to add the class. The gray [Add] button indicates that the student has been issued an Add Authorization.

Confirm you want to give the student the authorization to add the class.

You will know you granted the authorization to add once you click OK

4. Adding a student *NOT* on the waitlist.

You will need to have the student's ID number. Navigate to the **Permissions Tab** and click on the Add Authorization. You will see the list of students you have already granted permission to add the class listed there.

Please use the student ID because there are several students with the same name in the system. Click inside the [Student Name or ID] and enter the student ID and press enter. You want to make sure you are giving permission to the correct student.

Once the student name and information comes up, click on the student name and you will be asked to confirm that you want to give authorization to the student to add the class. Once again, confirm. Once you hit **OK**, the student will be added to the list of students on the Permission tab.

5. Revoke add authorization for a student(s).

You have the ability to revoke an Add Authorization before the student uses the authorization. Why would you want to do that? There are many classes that are in high demand to add and students will be on several waitlist or email instructor to get into these classes. The student may receive a couple of authorizations from several instructors. You can give students a earlier deadline to add the class before you revoke the authorization to give another student the

opportunity to add prior to the add deadline.

6. **Add Authorization expires after the deadline.**

You will not be able to grant authorization to add after the deadline nor will a student be able to use the authorization after the deadline has passed.

Student's View for the Authorization

A student will log into their MyECC Account and navigate to the Register for Classes and they will see the classes they have authorization to add. All they have to do is then hit Register Now.

NOTE: A student will not be able to add a class if:
- _a._ they have holds on their account
- _b._ there is a time conflict
- _c._ they have reached the limit of units to register without receiving overload permission
- _d._ they don't meet the prerequisite
- _e._ the deadline to add the class has passed

If it is _before_ the deadline and the student needs assistance, they can come in person to A&R during business hours or fill out the ADD/DROP form found on the Admissions & Records home page under forms. The forms are listed alphabetically.
Admission Forms | El Camino College | Torrance, CA

Adding a Class Once the Class Begins
(Formerly known as Add Codes)

Once a class begins you will need to have authorization from the instructor to add the class.

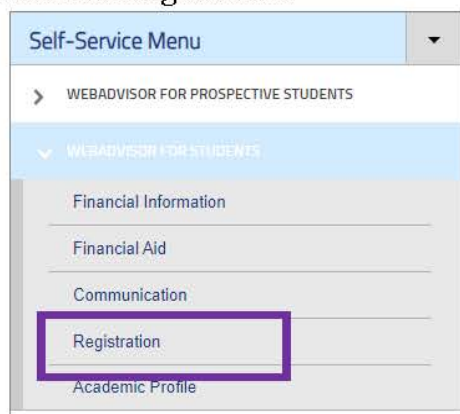**Waitlisted Students* when a class begins:**
- **In Person Class**-you should attend the first day of the class as if you are enrolled. If the instructor has room in the class and is granting you authorization to add the class they will do so online.
- **Online Class**-you should email the instructor by the start of the class or the week prior to the class starting. Please do not email the instructor weeks in advance. They will look at emails just prior to the class beginning.

*If you are not on the waitlist still please follow the above instructions to receive authorization to add the class. Priority is always given to student on the wait list.

STEPS FOR STUDENTS ON THE WAITLIST THAT RECEIVED AUTHORIZATION

If the instructor grants you authorization to enroll in the class you will log in to you MyECC account

Select the Registration.   Then select Register for Class

Please go continue to next page
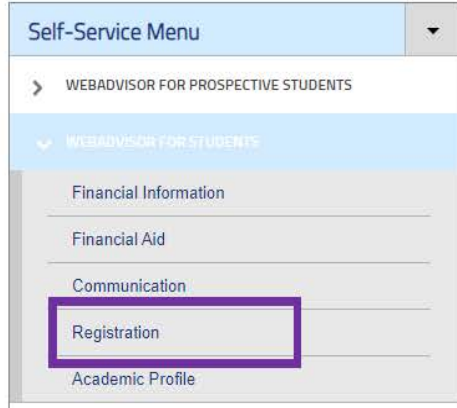
The register tab will take you to your to your schedule. You will see the classes you are registered for or on the waitlist. You will also now notice that you have an Authorization to add the class you were waitlisted for and the instructor granted authorization.   Click on the *Register Now* button

If you have one or more classes on your schedule that you haven't registered for you will have to select the class you have authorization to add then hit *Register*

You have successfully registered for the class.
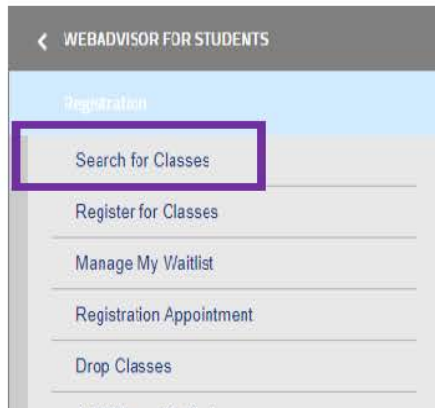
STUDENTS NOT ON THE WAITLIST BUT RECEIVED AUTHORIZATION

Select Registration   Select

Enter the Term and the class information (remember to add the course section, authorization is specific to the section number. Then hit search

Next you will see the add button for the class you wish to add.

Click on **ADD** this will add it to your schedule. You will need to still register for the class.

You are not quite done

On the left hand navigation bar under *Academics* select *Register for Classes* you will notice the class has that you have been authorized is there. You will select *Register Now*

If you have one or more classes on your schedule that you haven't registered for you will have to select the class you have authorization to add then hit *Register*

You have successful registered for the class.

REASONS YOU WILL NOT BE ABLE TO ADD EVEN WITH AN AUTHORIZATION TO DO SO:

- You have a hold on your account blocking registration
- There is a time conflict
- You have reached the limit of allowable units for the term/semester (you will need to do an overload petition) https://elcamino.formstack.com/workflows/unit_overload_pet
- You do not meet the prerequisite for the class
- The deadline to use the Authorization has passed.

If however it is not one of the above reasons you can submit an ADD/DROP Online form prior to the add deadline for the class to see if Admissions & Records (A&R) can assist. A&R will not be able to add you if you do have one or more of the above reasons. An email will be sent back to you once your request has been reviewed informing you of your status.