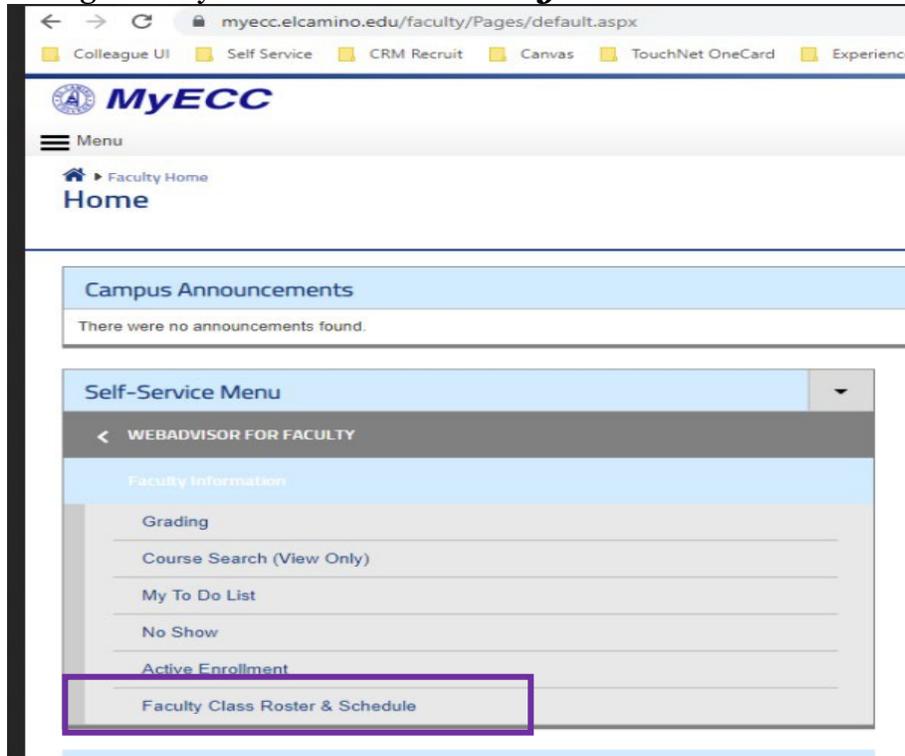


# ADD AUTHORIZATION

## 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.

The screenshot shows the Faculty Overview page on the ellucian system. The page title is 'ellucian.' and the breadcrumb is 'Daily Work > Faculty > Faculty Overview'. The main heading is 'Manage your courses by selecting a section below'. Below this is a table for 'Winter Intersession 2023'. The table has four columns: 'Section', 'Times', 'Locations', and 'Availability'. The first row is highlighted with a purple box.

Section	Times	Locations	Availability ⓘ
<a href="#">ART-150-5005: The Art of Photography</a>	M/T/W/Th/F 8:00 AM - 10:10 AM 1/5/2023 - 2/7/2023	Music, 204 Lecture	0 / 2 / 1
<a href="#">ART-150-5006: The Art of Photography</a>	M/T/W/Th/F 10:30 AM - 12:40 PM 1/5/2023 - 2/7/2023	MUSIC, 204 Lecture	45 / 45 / 0
<a href="#">PHOT-150-5687: The Art of Photography</a>	M/T/W/Th/F 8:00 AM - 10:10 AM 1/5/2023 - 2/7/2023	Music, 204 Lecture	45 / 45 / 0
<a href="#">PHOT-150-5688: The Art of Photography</a>	M/T/W/Th/F 10:30 AM - 12:40 PM 1/5/2023 - 2/7/2023	Music, 204 Lecture	45 / 45 / 0

### 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.

ART-150-5005: The Art of Photography  
Winter Interession 2023  
On Campus At El Camino College  
M/T/W/Th/F 8:00 AM - 10:10 AM  
1/5/2023 - 2/7/2023  
Music, 204 Lecture  
Seats Available ⓘ 0 / 2 / 3  
[Deadline Dates](#)  
Waitlisted 3 of 10

Roster Permissions **Waitlist**

Email All

Active Waitlist

Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
[Redacted]		12/8/2022 5:14:59 PM	Active	12/8/2022		<a href="mailto:ljjustice@elcamino.edu">ljjustice@elcamino.edu</a>	<b>Add</b>
Goofy S. Duck	0503383	12/9/2022 11:42:17 AM	Active	12/9/2022		<a href="mailto:ljjustice@elcamino.edu">ljjustice@elcamino.edu</a>	Add

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

ART-150-5005: The Art of Photography  
Winter Interession 2023  
On Campus At El Camino College  
M/T/W/Th/F 8:00 AM - 10:10 AM  
1/5/2023 - 2/7/2023  
Music, 204 Lecture  
Seats Available ⓘ 0 / 2 / 3  
[Deadline Dates](#)  
Waitlisted 3 of 10

Roster Permissions **Waitlist**

Add Authorization Confirmation

Do you want to grant an Add Authorization for Elizabeth Darcy?

Cancel OK

Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
[Redacted]	2476804	12/8/2022 5:14:59	Active	12/8/2022		<a href="mailto:ljjustice@elcamino.edu">ljjustice@elcamino.edu</a>	<b>Add</b>

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

ART-150-5005: The Art of Photography

Winter Interession 2023  
On Campus At El Camino College  
M/T/W/Th/F 8:00 AM - 10:10 AM  
1/5/2023 - 2/7/2023  
Music, 204 Lecture  
Seats Available ⓘ 0 / 2 / 3  
[Deadline Dates](#)  
Waitlisted 3 of 10

✓ Add authorization granted.

#### 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.

ART-150-5005: The Art of Photography

✓ Add authorization granted.

Winter Intersession 2023  
On Campus At El Camino College

M/T/W/Th/F 8:00 AM - 10:10 AM  
1/5/2023 - 2/7/2023  
Music, 204 Lecture

Seats Available ⓘ 0 / 2 / 3

[Deadline Dates](#)

Waitlisted 3 of 10

Roster Permissions Waitlist

##### Faculty Permissions

Choose one of the categories below :

 **Requisite Waiver**  
Waive prerequisites so that a student can register for the course.

 **Student Petition**  
Review and manage student petitions.

 **Faculty Consent**  
Review and manage faculty consent.

 **Add Authorization**  
Review and manage add authorizations

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

ART-150-5005: The Art of Photography

Winter Intersession 2023  
On Campus At El Camino College

M/T/W/Th/F 8:00 AM - 10:10 AM  
1/5/2023 - 2/7/2023  
Music, 204 Lecture

Seats Available ⓘ 0 / 2 / 3

[Deadline Dates](#)

Waitlisted 3 of 10

Roster Permissions Waitlist

[← Back To Faculty Permissions](#)

##### Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
			1/3/2023 9:48:10 PM	Revoked
			1/4/2023 8:19:28 AM	<a href="#">Revoke</a>

ART-150-5005: The Art of Photography

Winter Intersession 2023  
On Campus At El Camino College

M/T/W/Th/F 8:00 AM - 10:10 AM  
1/5/2023 - 2/7/2023  
Music, 204 Lecture

Seats Available ⓘ 0 / 2 / 3

[Deadline Dates](#)

Waitlisted 3 of 10

Roster Permissions Waitlist

[← Back To Faculty Permissions](#)

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
[REDACTED]	[REDACTED]	[REDACTED]	1/3/2023 9:48:10 PM	Revoked

0221085  
Dillon Duck  
Sociology  
General Studies-Arts &  
Humanities-AA

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.

ART-150-5005: The Art of Photography ✔ Add authorization granted.

Winter Intersession 2023  
On Campus At El Camino College

M/T/W/Th/F 8:00 AM - 10:10 AM  
1/5/2023 - 2/7/2023  
Music, 204 Lecture

Seats Available ⓘ 0 / 2 / 3

[Deadline Dates](#)

Waitlisted 3 of 10

Roster Permissions Waitlist

[← Back To Faculty Permissions](#)

Student Add Authorization

**Add Authorization Confirmation**

Do you want to grant an Add Authorization for **Dillon Duck**?

Cancel OK

Student Name	Student ID	Authorization Code	Status Date	Status
[REDACTED]	[REDACTED]	[REDACTED]	1/3/2023 9:48:10 PM	Revoked

## 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.

ART-150-5005: The Art of Photography

Winter Intersession 2023  
On Campus At El Camino College

M/T/W/Th/F 8:00 AM - 10:10 AM  
1/5/2023 - 2/7/2023  
Music, 204 Lecture

Seats Available ⓘ 0 / 2 / 3

[Deadline Dates](#)

Waitlisted 3 of 10

Roster Permissions Waitlist

[← Back To Faculty Permissions](#)

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status	
			1/3/2023 9:48:10 PM	Revoked	
			1/4/2023 8:19:28 AM	<a href="#">Revoke</a>	
Dillon Duck	0221085		1/4/2023 8:43:43 AM	Registered	
Goofy S. Duck	0503383		12/12/2022 4:11:57 PM	<a href="#">Revoke</a>	

**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.

The screenshot shows the 'Register for Classes' interface for Winter Intersession 2023. The interface includes a search bar, navigation tabs (Schedule, Petitions & Waivers, Grading IDs), and buttons for 'Remove Unregistered Sections' and 'Register Now'. A summary bar indicates 'Not Registered: 12 Credits', 'Enrolled: 0 Credits', and 'Waitlisted: 3 Credits'. A class listing on the left shows 'ART-150-5005: The Art of Photography' as 'Authorized for Add' and 'Waitlisted'. The class details include: Credits: 3 Credits, Grading: Graded, Instructor: Nelson, M, 1/5/2023 to 2/7/2023, Waitlisted: 2, and a 'Drop Waitlist' button. A class schedule grid on the right shows the class is scheduled for 8am on Monday, Tuesday, Wednesday, Thursday, and Friday.

	Sun	Mon	Tue	Wed	Thu	Fri	Sat
7am							
8am		ART-150-5005	ART-150-5005	ART-150-5005	ART-150-5005	ART-150-5005	
9am							
10am							
11am							
12pm							
1pm							
2pm							
3pm							
4pm							

**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](#)