ADD AUTHORIZATION

FORMER ADD CODE PROCESS
BEGINNING WINTER 2023

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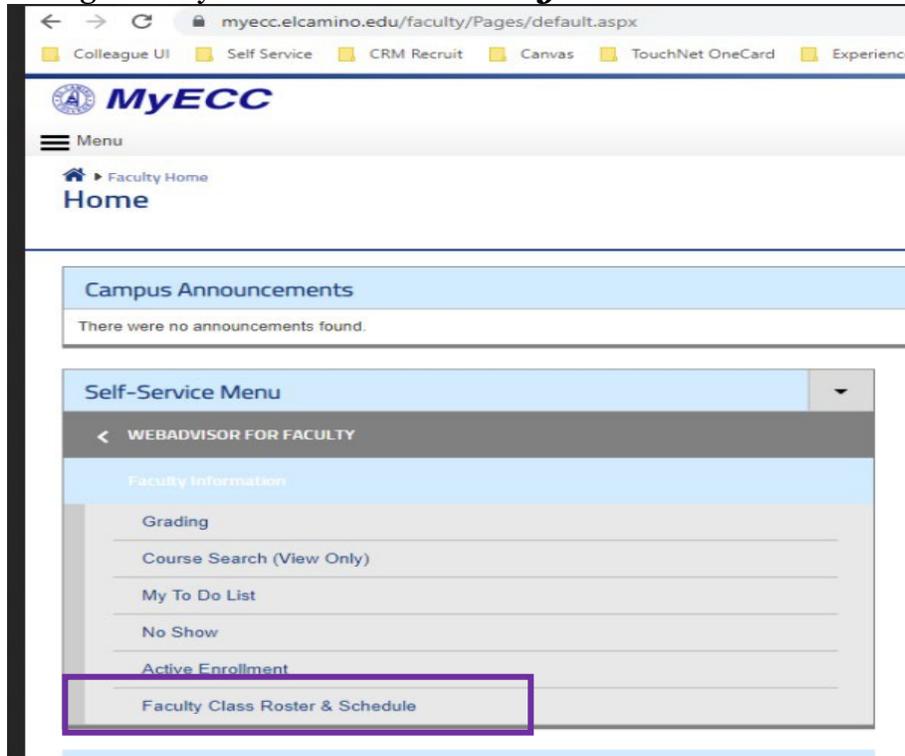
2. The webpage will open to the *Faculty Overview* Self-service page which shows you the class sections that you are teaching by term. The *Availability Column* will display 3 numbers that can help you when issuing Add Authorization to students.

   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.

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 |

☑ Email All

Active Waitlist   ⌃

Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
███████ Darcy1		12/8/2022 5:14:59 PM	Active	12/8/2022		ljustice@elcamino.edu	Add
Goofy S. Duck	0503383	12/9/2022 11:42:17 AM	Active	12/9/2022		ljustice@elcamino.edu	Add

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

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Add Authorization Confirmation

Do you want to grant an Add Authorization for **Elizabeth Darcy1**?

| Cancel | OK |

☑ Email All

Active Waitlist   ⌃

Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
	2476804	12/8/2022 5:14:59	Active	12/8/2022		ljustice@elcami...	

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

✓   Add authorization granted.   ×

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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](#)