

# ADD AUTHORIZATION CODE INSTRUCTIONS AND FAQ'S

## FACULTY - WEBADVISOR FOR FACULTY MENU

You have 30 minutes to submit your changes such as grades. Your time lapse is reset upon each submit.

### Step 1: Login to your WebAdvisor

#### User Account

[What's my User ID?](#)  
[Contact Information Change](#)  
[SSN Entry](#)

#### Faculty Information

[My Class Schedule](#)  
[Search for Sections](#)  
[Class Roster](#)  
[Grading](#)  
[Census Drop Roster](#)  
[Census Drop Roster Inquiry](#)  
[Instructor Drop Roster](#)  
[Add Authorization Codes](#)

### Step 2: Select Add Authorization Codes

## Add Authorization Codes

Select A Term

- 2014 Spring Semester
- 2014 Summer Term
- 2014 Fall Semester

### Step 3: Select Term

SUBMIT

## Add Authorization Codes - Section Selection

### Step 4: Select Course

Choose One	Class Name and Title	Census Date	Start Date	End Date	Location	Meeting Information	Term
<input type="radio"/>	ATHL-246-01 (061240) Intercol Basketball Prep Women	07/14/14	07/07/2014	08/14/14	MAIN	07/07/2014-08/14/2014 Laboratory (04) Monday, Tuesday, Wednesday, Thursday 06:00PM - 07:15PM, Epler Gymnasium, Room GYM	2014SU
<input checked="" type="radio"/>	ATHL-247-01 (061241) Intercoll Basketball Prep, Men	07/14/14	07/07/2014	08/14/14	MAIN	07/07/2014-08/14/2014 Laboratory (04) Monday, Tuesday, Wednesday, Thursday 09:20AM - 10:35AM, Epler Gymnasium, Room GYM	2014SU
<input type="radio"/>	KIN-240-01 (061242) Introduction to Kinesiology	06/23/14	06/16/2014	07/24/14	WEB	06/16/2014-07/24/2014 Text One-Way (72) Days TBA, Times TBADISTANCE LEARNING VIA WEB, Room WEB	2014SU

SUBMIT

**Step 5: Issue Add Authorization Code to student(s) and/or Invalidate Authorization Code(s). Advise student(s) to login to their WebAdvisor account and register the course through the registration screen. (See screen shot next page.)**

Check All

Check this box to invalidate all Valid Authorization Codes.

Auth Code	Status	Status Date	Invalidate
HBB8P	Valid	06/10/2014	<input type="checkbox"/>
56PAH	Valid	06/10/2014	<input type="checkbox"/>
YRUY3	Valid	06/10/2014	<input type="checkbox"/>
TKXHT	Valid	06/10/2014	<input type="checkbox"/>
13OVU	Valid	06/10/2014	<input type="checkbox"/>
LNK6V	Valid	06/10/2014	<input type="checkbox"/>
VQT12	Valid	06/10/2014	<input type="checkbox"/>
YXLO2	Valid	06/10/2014	<input type="checkbox"/>
MFRBQ	Valid	06/10/2014	<input type="checkbox"/>
ARV1U	Valid	06/10/2014	<input type="checkbox"/>
4OJUX	Valid	06/10/2014	<input type="checkbox"/>
UP77O	Valid	06/10/2014	<input type="checkbox"/>
45ISX	Valid	06/10/2014	<input type="checkbox"/>
PLQE7	Valid	06/10/2014	<input type="checkbox"/>
FHV2J	Valid	06/10/2014	<input type="checkbox"/>
223YH	Valid	06/10/2014	<input type="checkbox"/>
23IK6	Valid	06/10/2014	<input type="checkbox"/>
GKEM3	Valid	06/10/2014	<input type="checkbox"/>
9AFZA	Valid	06/10/2014	<input type="checkbox"/>
M83W5	Valid	06/10/2014	<input type="checkbox"/>
74CKP	Valid	06/10/2014	<input type="checkbox"/>
X2YSN	Valid	06/10/2014	<input type="checkbox"/>
J2GI1	Valid	06/10/2014	<input type="checkbox"/>
68WDI	Valid	06/10/2014	<input type="checkbox"/>

**Note: Each course will be provided with 25 Add Codes. If additional Add Codes are needed or if you need to increase section capacity to add additional students, contact your Division Office.**

**Step 6: Check Add Authorization Code status. If the student has successfully registered, their ID, name, and Used (status) will appear in this section.**

ID	Student	Auth Code	Status	Status Date
		IQIF7	Invalid	08/04/2014

Confirmation

Check this box to confirm that you want to invalidate all of the indicated Add Authorization Codes.

## Add Authorization Codes Frequently Asked Questions (FAQs)

### How will Add Codes work?

Instructors will issue Add Codes to students who want to add your course. After the instructor issues the student an Add Code, the student will then need to log into their WebAdvisor Account and register for the class using the Add Code you have given them. Each Add Code can only be used once.

Register and Drop Sections

Name: Teresa S. Massimo

Action for ALL Prof. Sections (or choose below):

Preferred Sections

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Add Code	Comments
<input type="button" value="Register"/>	2014 Summer Term	SPCH-102-01 (098737) Small Group Comm/Write/Think	Newark Onlone Center	05/16/2014-07/24/2014 Lecture Overload Monday 01:30PM - 04:20PM, Newark Center, Room NC2201 (more)	T. Massimo	28 / 30 / 0	3.00	<input type="text"/>	Hybrid class, click and read posted comments.

Current Registrations

Drop	Term	Pass/Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
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All full term length classes will require that a student obtain an Add Code from the instructor starting on the first day of the semester. Late start/short term classes will require Add Codes as of the first day of the course meeting.

Waitlists will remain visible to instructors for reference in deciding which students should be issued an Add Code; however, automated registration from the waitlist will stop before the first day of the term. Please keep in mind that students on the waitlist may not be eligible to complete registration since prerequisites, holds, and other conflicts are not checked in the system until the actual time of registration.

Add Codes **DO NOT** allow a student to add into a class enrolled over the section capacity, prerequisites, holds, etc. If a faculty member wishes to add students beyond the section capacity, that faculty member must request an increase to the class capacity through their respective Division Office. A slight delay should be anticipated between the time a faculty member issues an Add Code and the section capacity is increased in the system, allowing the student to register.

### **If a class has no waitlist but still has space available, should instructors not give interested students Add Codes and instead have them add themselves during the first week of class?**

Instructors will have to issue Add Codes starting the first day of the term to allow a student to register.


### **If a student we give an Add Code to changes his/her mind, can that student potentially give the code to another student without our consent?**

Yes, this could happen. (See question and answer below.)

**Is there a mechanism in place to restrict who uses any given Add Code?**

Yes, on your Add Code roster you will see the student’s ID number displayed and the Add Code that they utilized. If this information does not match with the student you gave the code to, you can – and should – drop the student from your class using the Instructor Drop Roster in WebAdvisor.

ID	Student	Auth Code	Status	Status Date
		KDAZ2	Invalid	05/29/2014
		MT28J	Used	05/29/2014
		8QNS1	Used	05/29/2014



**If a class is at capacity, will an Add Code still work?**

Add Codes **DO NOT** allow students to add into the class over the section capacity, prerequisites, holds, etc. If an instructor wishes to add students beyond the section capacity, that faculty member must request an increase to the class capacity through their respective Division Office. A slight delay should be anticipated between the time a faculty member issues an Add Code and the section capacity is increased in the system, allowing the student to register.

**If a student issued an Add Code is unable to add and contacts us, who do we refer them to?**

The student should attempt the registration on WebAdvisor again and note/copy the error message they receive; students can usually resolve the problem themselves. Referrals to Counseling or Admissions and Records are also appropriate. Here are some examples of error messages a student can receive and the possible solution:

Sample Error Message	Possible Solution
You are enrolled in Math-101A at the same time	Student needs to drop the other class.
You are already enrolled in (same class)	Student needs to drop the other section.
You have a balance due	Student needs to pay online thru their WebAdvisor account or go to the Cashier’s Office to pay.
Prerequisites have not been started for this course	Student is not eligible to take the course and may seek advice from Counseling.
Registration is not available at this time	The student is trying to add after census. This requires instructor and Dean involvement.
The student cannot access WebAdvisor	The student has not yet applied to the college or hasn’t set up their WebAdvisor account.

**If students are unable to add, even with an Add Code, will they be given the specific reason why they are not able to add (i.e.: no prerequisite, outstanding balance, did not complete orientation, etc.)?**

Yes, in most cases the student will receive error messages that apply to them. The student can then take action to clear the error (see previous question/answer). Referrals to Counseling or Admissions and Records is also appropriate.

**How long does it take for a student to get access to Canvas once they have registered for their course?**

Information is uploaded from Colleague/Informer to Canvas Course Management system every two hours. If for some reason the student still does not have access to Canvas after 24 hours, there may be an unresolved issue with their WebAdvisor profile/account and the student should be referred to Admissions and Records for assistance.

### **Where do I find my Add Codes?**

In WebAdvisor, under Add Authorization Codes. (Refer to Add Code Authorization Instructions at the beginning of this document.)


### **How do you inactivate an Add Code?**

Instructors can invalidate an individual Add Code or multiple Add Codes on their WebAdvisor Add Code roster. A suggestion would be to NOT use this until the next class meeting to allow the student time to clear any registration blocks. If the student did not show up at the next class meeting after receiving an Add Code, it would make sense to invalidate the code and issue a new code to the next student.

Check All

Check this box to invalidate all Valid Authorization Codes.

Auth Code	Status	Status Date	Invalidate
HBB8P	Valid	06/10/2014	<input type="checkbox"/>
56PAH	Valid	06/10/2014	<input type="checkbox"/>
YRUY3	Valid	06/10/2014	<input type="checkbox"/>
TKXHT	Valid	06/10/2014	<input type="checkbox"/>
13OVU	Valid	06/10/2014	<input type="checkbox"/>



### **How do I get more Add Codes if I need more?**

Contact your Division Office for additional Add Codes. The Executive Assistant and/or your Dean will be able to provide additional Add Codes which will then appear under the Add Code section.

### **Are we still using paper add cards?**

No. Add Codes replaced paper add cards.

### **How do I handle a late add that does not show up on my census roster?**

Keep in mind that instructors need to confirm all students are registered and attending your course prior to, and at the time of, processing the course census roster. All students should be added into your class by the census date. Contact the Admissions and Records Office, preferably prior to census date, if a student is not appearing on your roster.

### **What is the timeframe Add Codes are active?**

Full term classes: First day of the term until the census date.

Short term classes: First day of class until the census date unique to the course.

**What is the information I need to give to a student once I issue an Add Code?**

Once faculty issue the Add Code to a student, the student will then need to log into their WebAdvisor Account and register for the class using the Add Code you have given them. Each Add Code can only be used once. The student should also be told they need to use the Add Code by the next class meeting.

**Register and Drop Sections**

Name: Teresa S. Massimo

Action for ALL Prof. Sections (or choose below):

**Preferred Sections**

Action	Term	Section Name and Title	Location	Meeting Information	Faculty	Available/ Capacity/ Waitlist	Credits	Add Code	Comments
<a href="#">Register</a>	2014 Summer Term	SPCM-102-01 (09/2017) Small Group Comm/S-264_Thurs	Newark Chlone Center	05/19/2014-07/24/2014 Lecture Overload Monday 01:30PM - 04:20PM Newark Center, Room NC2201 (more)	T. Massimo	28 / 30 / 0	3.00		<a href="#">History Only, click and read Posted Comments.</a>

**Current Registrations**

Drop	Term	Pass/ Audit	Section Name and Title	Location	Meeting Information	Faculty	Credits
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**How long is an Add Code active before it is no longer valid?**

Add Codes will remain valid until the census date for the class, unless invalidated by the instructor.

**Why are we using Add Codes and not add cards?**

Add Codes allow the student to register immediately and electronically. This is the most efficient way for a student to get into your class and at the same time be made aware of any registration blocks or conflicts.

**How can I tell if an Add Code has been used?**

It will show on your roster as being used, along with the name of the student who used it.

ID	Student	Auth Code	Status	Status Date
		KDAZ2	Invalid	05/29/2014
		MT28J	Used	05/29/2014
		8QNS1	Used	05/29/2014