ADD AUTHORIZATION CODE INSTRUCTIONS AND FAQ’S

FACTORY - 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

Step 3: Select Term

Select A Term

2014 Spring Semester
2014 Summer Term
2014 Fall Semester

Step 4: Select Course

Add Authorization Codes - Section Selection

<table>
<thead>
<tr>
<th>Choose One</th>
<th>Class Name and Title</th>
<th>Census Date</th>
<th>Start Date</th>
<th>End Date</th>
<th>Location</th>
<th>Meeting Information</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>ATHL 240-01 (60/240) Intersall Basketball Pre</td>
<td>07/14/14</td>
<td>07/11/14</td>
<td>08/14/14</td>
<td>MAIN</td>
<td>- 09/14/14</td>
<td>2014SU</td>
</tr>
<tr>
<td></td>
<td>ATHL 246-01 (60/1246) Intersall Basketball Pr</td>
<td>07/14/14</td>
<td>07/07/14</td>
<td>08/14/14</td>
<td>MAIN</td>
<td>- 09/14/14</td>
<td>2014SU</td>
</tr>
<tr>
<td></td>
<td>KIN 240-01 (60/134) Intersall to</td>
<td>09/23/14</td>
<td>08/16/14</td>
<td>07/24/14</td>
<td>WEB</td>
<td>- 09/14/14</td>
<td>2014SU</td>
</tr>
</tbody>
</table>

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.)

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.
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.

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.

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:

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

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.

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.

**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.