Self-Service
Add Authorization FAQs

Rancho Santiago Community College District, Santa Ana College

1. **How do I authorize students to add into my class?**
   a. To grant an add authorization to a student, follow these steps:
      - Go to the Add Authorization tile under Add Authorizations/ Permissions tab.
      - Search for the student by their ID.
      - Click on the student's name.
      - Choose OK to confirm the authorization.

2. **Can I authorize students to register before the section's add period begins?**
   a. Yes. You can authorize students before the term starts, allowing them to register once the term begins.

3. **When do Add Authorizations expire?**
   a. The Add Authorizations expire on the Census date of the section. They no longer expire in 3 days.

4. **Can I cancel an Add Authorization?**
   a. Yes. You can simply click on the Revoke link next to the student's name.

5. **Where do the students register for an Authorized class?**
   a. Students can register through Self-Service once the Add Authorization is granted.
      The authorized section will display a blue "Authorized for Add" flag on their schedule. Student must click the "Register" button to register, assuming they meet all prerequisites and have no holds.
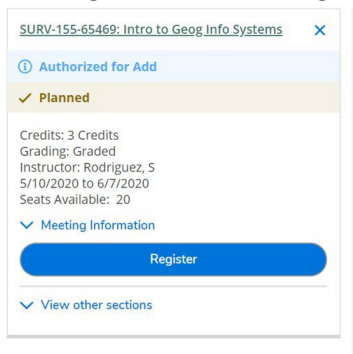
6. **When can authorized students register for class?**
   a. Authorized students can register for class <u>during the add period</u> of the class. Authorized students cannot register during registration or late add period.

7. **What is the add period of a class?**
   a. The add period is the time after the registration period, starting from the first day of the class until the last day students can drop without receiving a "W" grade. This period is typically the first two

weeks of a full semester class.

8. **What is the late add period of a class?**
    a.   Late add period is the period/time after the add period of the class. Late add period normally starts in the beginning of the third week of the full semester class. A Late Add Petition and add card are required to add the class.

9. **Can authorized students add the class after the add period of the class?**
    a.   The late add period begins after the add period, usually starting in the third week of a full semester class. A Late Add Petition and an add card are required to add the class during this period.
    b.   Authorized students should contact Admissions and Records to obtain a Late Add Petition form and instructions for adding the class during the late add period. Once they have completed the petition and the add card, students should submit these documents to Admissions and Records for processing.

10. **Why can't a student register for the class if I have authorized them?**
    Possible reasons include:
    a.   The Add Period for the class has not started.
    b.   The student has not passed the course prerequisites.
    c.   The student is repeating the class for the third time.
    d.   The student has a hold on their record.
    e.   The student is on Academic Probation.
    f.   The student does not see the Register/Register Now button in the upper right of SS.

11. **How does the Waitlist work in Self-Service?**
    a.   The Waitlist is a list of students waiting to enroll in your class, ordered by when they joined the list, Technically, the Waitlist and the Add Authorizations have no relation. You can authorize any student regardless of their position on the Waitlist. The Waitlist can also be a useful source for finding Student IDs for authorization.

12. **Who can assist if I have questions?**
    a.   For general inquiries, contact Admissions & Records or your division office.
    b.   For technical issues, contact the ITS Help Desk at helpdesk@rsccd.edu or 714-564-4357.