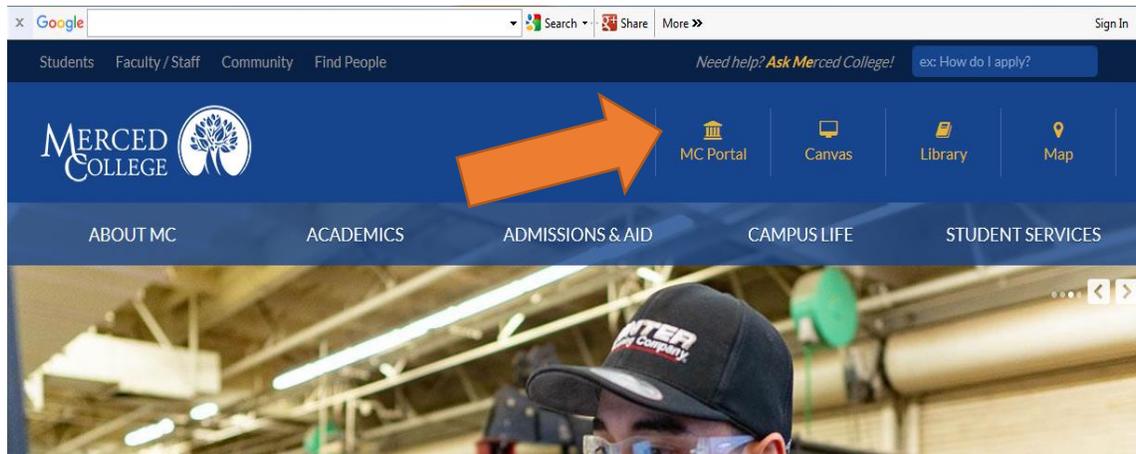


# Faculty Guide to Assigning Add Code Permissions



# To access Faculty Add code Authorizations:

- **Sign into** the Merced College Portal

A screenshot of the Merced College login page. The page has a blue background. At the top, it says 'Merced College MC4Me & MySite Portals'. Below this are several links: 'READ THIS FIRST, before logging in for the first time!', 'I forgot my password | Reset password', 'Update account information', and 'New to the portal? Find your username'. There is a 'Security' section with two radio buttons: 'This is a shared or public computer (10min timeout)' and 'This is a MC campus or private computer (6hr timeout)'. Below this are two yellow input fields for 'User Name:' and 'Password:'. A 'Log On' button is at the bottom right. At the very bottom, there is a copyright notice: '© 2009 Microsoft Corporation. Branding © Merced College 2011. All rights reserved.'

# In WebAdvisor for Faculty/Faculty Information

- Choose Class Roster – Add Permissions

**My Week**

Today's Date: **Tuesday, January 28, 2020**

January 2020						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**Tuesday, January 28**

- 10:00 AM SSMPC Meeting
- 12:00 PM LUNCH
- 2:00 PM AB 705 Task Force

**Wednesday, January 29**

- 12:00 PM LUNCH
- 1:00 PM Student Rep Fee Increase

**Thursday, January 30**

**Staff Email**

You have no unread messages.

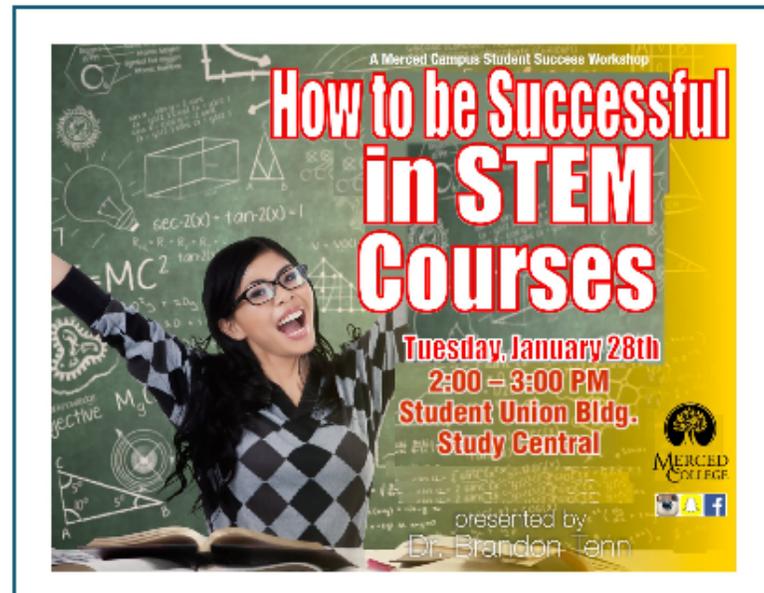
If the link above does not work correctly for your browser, sign in to web based email via this link:

- <https://webmail.mccd.edu>

**Announcements**

**How to be Successful in STEM Courses** 1/27/2020 8:08 AM  
by Clara C. North

Posted on behalf of the Student Success Program, tomasia.drummond@mccd.edu



**Important Announcements**

**WebAdvisor**

- WebAdvisor for Students
- WebAdvisor for Faculty
- User Account
- Faculty Information
- My Advisees
- Advisees
- Class Roster
- Grading
- Search for Sections
- My Class Schedule
- Student educational planning
- Student profile
- Gradebook Select Section
- Student Planning
- Class Roster - Add Permissions
- Progress Reports
- WebAdvisor for Employees
- WebAdvisor for Advisors



You will be directed to your course list for the term. Select the course you want to view by clicking on the highlighted course name. (This is an example)



[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

Manage your courses by selecting a section below

Section	Times	Locations
<a href="#">ACTG-04A-1037: Financial Accounting</a>	T/Th 10:00 AM - 11:50 AM 1/13/2020 - 5/22/2020	Vocational Building, 143 Lecture
<a href="#">ACTG-04A-1804: Financial Accounting</a>	M/W 12:00 PM - 1:50 PM 1/13/2020 - 5/22/2020	Vocational Building, 37 Lecture
<a href="#">ENGL-01A-1098: College Comp w/ENGL-95S-1099</a>	M/W 8:00 AM - 9:50 AM 1/13/2020 - 5/22/2020	Vocational Building, 110 Lecture
<a href="#">ENGL-95S-1099: Enhanced Academic Literacy</a>	F 8:00 AM - 9:50 AM 1/13/2020 - 5/22/2020	Interdisciplinary Academic Ctr, 142 Lecture

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This brings you to your Course Section roster showing you all enrolled student in your course section.  
( I have hidden the names in this view)

[Daily Work](#) · [Faculty](#) · [Faculty Overview](#)

## Section Details

[< Back to Courses](#)

### ENGL-01A-1098: College Comp w/ENGL-95S-1099

Spring 2020  
Merced Campus

M/W 8:00 AM - 9:50 AM  
1/13/2020 - 5/22/2020  
Vocational Building, 110 Lecture

**Seats Available** 0 of 30

[Deadline Dates](#)

**Waitlisted** 3 of 10

Roster

Permissions

Waitlist

 Print

 Email All

 Export 

Student Name	Student ID	Class Level	Preferred Email
	0220225		<a href="mailto:0220225@merced.edu">0220225@merced.edu</a>

Click on the [Waitlist tab](#) to see your waitlisted students

Waitlisted 1 of 10

Roster **Permissions** Waitlist ←

Active Waitlist Email A

Student Name	Student ID	Rank	Status Date	Class Level	Preferred Email
	0353594	1	6/13/2019		

←

Either write down the student ID# you wish to give add permission to or highlight, right click, and copy the ID # of the student you wish to give add permission to and then go to the [Permissions Tab](#)

You may add students that are not on your waitlist, but the student must have your course planned in their Student planning calendar for the term in order for the permission to work.

On the Faculty Permissions screen, click on the [Add Authorization](#) tab

### 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.

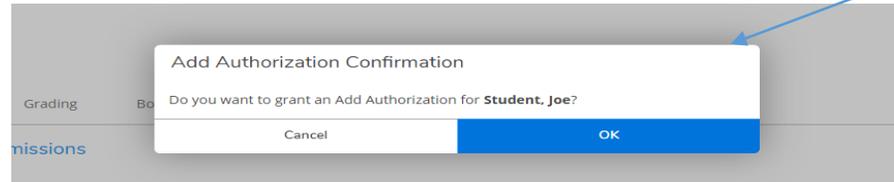


#### Add Authorization

Review and manage add authorizations



Either right click and paste the student ID number in the [block below](#) or manually enter the student ID number into the block below. Hit enter and the students name and info will appear in a drop down box. Click on that box and a confirmation will appear. Choose OK to assign the permission to add for that student. You may also search by student name but that is not preferred as there are many students with similar names making it difficult to know which one to choose.



**Student Add Authorization**

Student Name	Student ID	Authorization Code	Status Date	Status
 [Redacted]	0219181		12/17/2019 11:22:06 AM	<a href="#">Revoke</a>

Search box: Student Name or ID [238516]

Dropdown list:  
0238516 Student, Joe  
Physical Education (AA)  
Undecided  
Business Administration (AA)  
Social and Behavioral Science (AA)  
CSU General Education Breadth (CT)  
Non-Credit Business Administration (AST)

The student's name will appear in the Student Add Authorization list below. We recommend you exhaust your waitlist before adding other students to your class but you may give permissions to a student who does not appear on your waitlist if you prefer to do that. Again, you simply enter the student's ID number into the box and hit enter. The students name will appear in the list. **While you may add students that are not on your waitlist, that student must have your course section planned in their Student planning calendar for the term in order for the permission to work.**

Once the students name appears on the Authorization list you can inform them that they can go to their Student Portal/ Student Planning and register online for this class.

NOTE: As you can see you have the ability to **revoke** this permission if the student does not add within the deadline you specified to them.

If you use this Add code/permission process:

- You will not need to sign yellow add slips for students
- Remind students that they must have your course section planned in their Student Planning calendar prior to you assigning the Add Code Permission for it to work.
- For an online class, email the student that you have given them permission to add and that they should go to their Student Portal/Student Planning and register for the class. Students MUST be added before the census date, so please give your students a deadline to add. If not added by the specified deadline, their permission to add should be revoked
- You can use this for any class: 18 wk, short term, etc.
- For linked class you must remember to give permission to add for both classes or the student will not be able to enroll.
- Students will not have to come to Admissions and stand in lines to add to your class. Registration into your class should take place more quickly.

We are excited to offer this new and improved registration tool for your use. If you have further questions, or issues using this tool, please let me know.