

# Self-Service

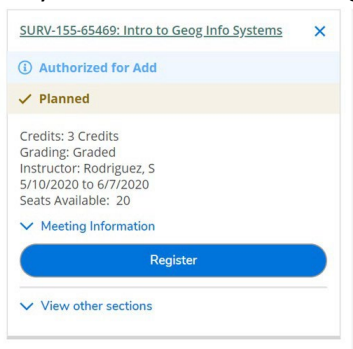
## Add Authorizations FAQs

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Rancho Santiago Community College District, Santa Ana College

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- 1. How do I authorize students to add into my class?**
  - To grant an add authorization, go to 'Add Authorization' tile under the 'Add Authorizations/Permissions' tab, search for the student by their ID, click on the student's name and choose 'OK' to confirm that the permission is granted.
- 2. Can I authorize students to register before the section's add period so they can register once the add period begins?**
  - Yes. You can authorize a student prior to the term commencing so they can register when the term begins.
- 3. When do Add Authorizations expire?**
  - 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?**
  - Yes. You can simply click on the Revoke link next to the student's name and the Add Authorization will be cancelled.
- 5. How does the Waitlist work in Self-Service?**
  - The Waitlist is just a list of students waitlisted in your class in the order they added to the waitlist. Technically, the Waitlist and the Add Authorizations have no relation. You can authorize any student in any order. The Waitlist is also a good source to get a Student ID for possibly authorizing.
- 6. Who will provide assistance if I have questions?**
  - Contact Admissions & Records or your division office.
  - For technical problems, contact the ITS Help Desk at [helpdesk@rsccd.edu](mailto:helpdesk@rsccd.edu) or 714-564-4357.
- 7. Where do the students register for an Authorized class?**
  - Students can register through Self-Service once the Add Authorization is granted. In Self-Service, the authorized section will have a blue "Authorized for Add" flag on their schedule. All they have to do is click the Register button to register, assuming they clear all prerequisites and holds.



**8. When can authorized students register for class?**

- a. Authorized students can register for class during the add period of the class. Authorized students will not be able to register for class in the registration or late add period.

**9. What is the add period of the class?**

- b. Add period of the class is the period/time after the registration period of the class. It is the period/time from the first day of the class to the day students can drop without the W grade. Add period is normally about the first 2 weeks for the full semester class.

**10. What is the late add period of the class?**

- c. 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.

**11. Can authorized students add the class after the add period of the class?**

- d. Authorized students need to contact Admissions and Records for the late add petition and instruction for adding the class in the late add period. Authorized students can obtain a Late Add Petition form from Admission and Records. Once completed, authorized students can submit a petition with an add card to Admissions and Records for processing.

**12. Why can't a student register for the class if I have authorized them? Below are the many reasons a student cannot register:**

- e. The Add Period for the class has not started.
- f. The student has not passed the course prerequisites.
- g. The student is repeating the class for the third time.
- h. The student has a hold on their record.
- i. The student is on Academic Probation.
- j. The student does not see the Register/Register Now button in the upper right of SS.