Add Authorization Spring 2022

María Ceja, Ed.D.
Dean Student Affairs Enrollment Services

Bala Kappagantula
Director of Information and Technology Resources

9/23/2021

- New Add Authorization
- New faculty module in [PAWS Self Serve](#) in Spring 2022
- Add codes will no longer be used to add students to courses
- No more issuing multiple codes
- The Add Authorization gives faculty more control to add students and the ability to rescind them

HARTNELLCOLLEGE

1. Login to PAWs [Self-Service](#) using Hartnell ID and password
2. Select the Faculty module

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.

Faculty
Here you can view your active classes and submit grades and waivers for students.

HARTNELLCOLLEGE

3. Select the Section to add students

4. Select the Permissions tab & select Add Authorization

Section

BUS-43-5815: Bus Info Syst & Info Literacy

Roster   Attendance   Census   Grading   Books   **Permissions**   Waitlist

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

HARTNELLCOLLEGE

5. Search for a student & confirm their details in the dropdown before adding

‹ Back To Faculty Permissions

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date

0236383

0236383
Duck, Daffy T.
Intersegmental General
Ed Transfer Curriculum

6. Confirm the Add Authorization by selecting OK

Add Authorization Confirmation

Do you want to grant an Add Authorization for **Duck, Daffy T.**?

Cancel	OK

You've registered the student!

Student Name	Student ID	Authorization Code	Status Date	Status
██████	███59		5/27/2021 2:11:32 PM	Revoked
██████	███959		5/27/2021 2:11:57 PM	Revoke
██████	███846		4/1/2021 9:59:33 AM	Registered
Duck, Daffy T.	0236383		5/27/2021 4:37:47 PM	Revoke

HARTNELLCOLLEGE

7. Email the students you've authorized to add the course and send them the instructions on how to add the course.

NOTE: Student instructions are included in the presentation documents.

Plan your Degree and Schedule your courses

Schedule   Timeline   Advising   Petitions & Waivers

< >   Summer 2021 Semester   —   +

▽ Filter Sections   📅 Save to iCal

ADJ-21A-5801: Narcotics & Dangerous Drugs   ✕

ⓘ Authorized for Add

✓ Planned

Credits: 3 Credits
Grading: Graded
Instructor: Bertomen, L
6/7/2021 to 7/31/2021
Seats Available: 25

⌄ Meeting Information

Register

HARTNELLCOLLEGE

Drop Rosters

Roster   Attendance   Drop Roster   Census   Grading   Books   Permissions   Waitlist

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Felix F. Gehring	0004846	☐	1/22/202	Select ⌄	Sophmore	3	Drop
Marie Gehring	0004998	☐	M/d/yyyy	Select ⌄	Senior	3	Drop

Deadline Dates

BUS-43-5818: Bus Info Syst & Info Literacy
Fall 2021 Semester

Last Day to Add	9/11/2021
First Day to Drop	8/30/2021
Last Day to Drop without a Grade	9/9/2021
Last Day to Drop with a Grade	11/19/2021

Close

HARTNELL**COLLEGE**

Timeline

Fall 2021 - Pilot Add Authorization and Drop Rosters

Spring 2022 - Launch Add Authorization and Drop Rosters

Email [Maria Ceja](#) ([maceja@Hartnell.edu](#)) to be added to the pilot and have the opportunity to test the new functionality.

Thank you!