

1: Course Authorization allows faculty to grant permission to individual students to register for their courses even if the course is "Full". The Course Authorization section shows the courses you are teaching in the default Term and the Total Authorizations that need to be "cleared" by the Registrar.

To grant an authorization, select the "Course List" link.

The screenshot shows the Tiger Portal Faculty Course Authorization page for Gloria V. Savage. The page is titled "Faculty Course Control" and includes a "Course List for Gloria V. Savage" section. A table lists courses for Summer 2008:

Course	Title	Go Directly To
ACT 231 A	Prin of Acct	Select Area ...
BA 330 A	Math for Bus	Select Area ...

Below the table is a "Grade Entry" section with a "View Course List" link. The "Facility Schedules" section contains a search link. The "Course Authorization" section shows the following details:

Term: Summer 2008  
Division: All

Faculty: Gloria V. Savage

Course	Total Authorizations
ECON 231 A	0

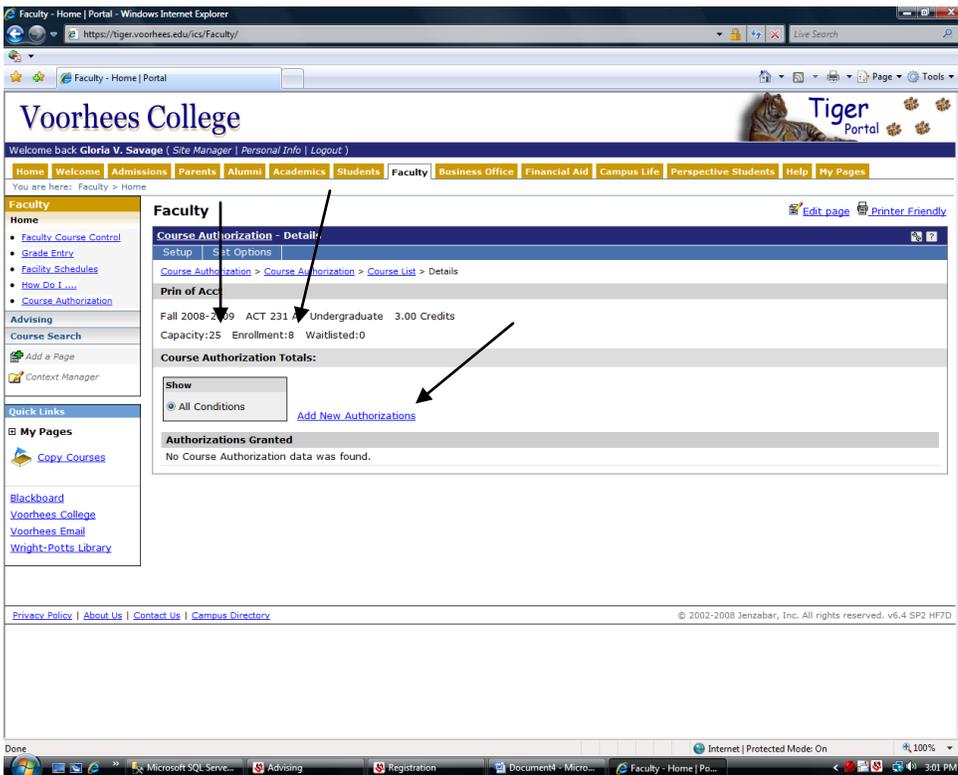
A "Course List" link is provided below the table. A black arrow points from the text above to this link.

2: Make sure you are using the correct Term. If not, select the correct Term using the drop-down. Select the course the student wants to register for.

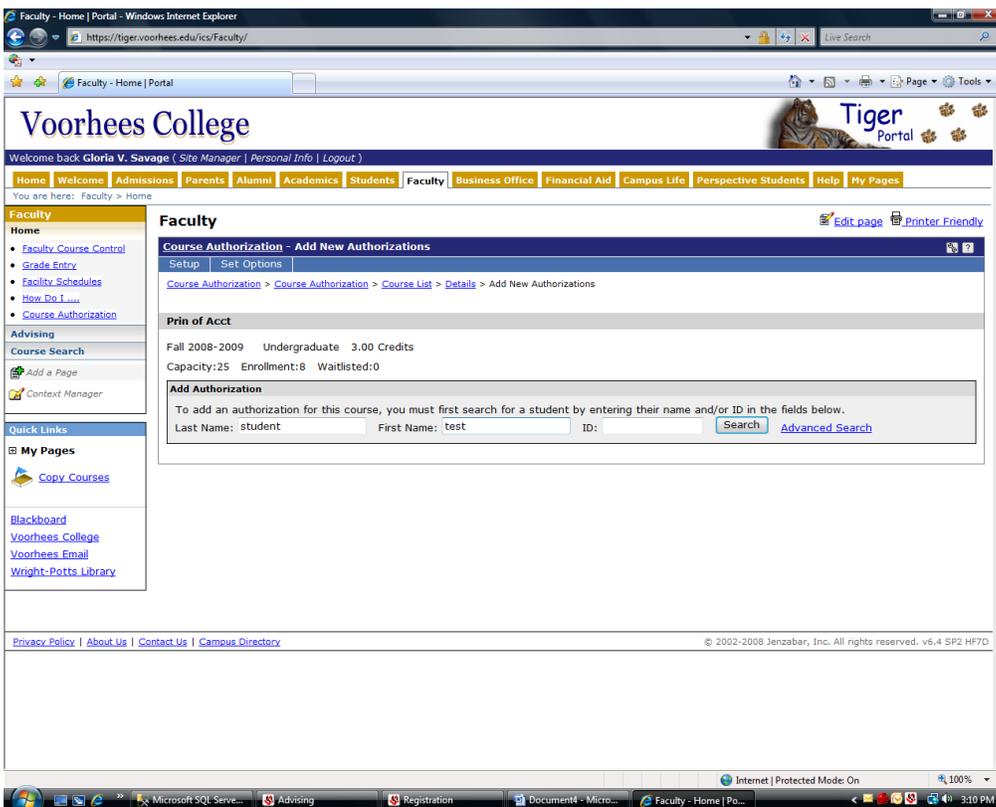
The screenshot shows the Tiger Portal Faculty Course Authorization interface. The main content area is titled "Course Authorization - Course List" and includes a "Term" dropdown menu set to "Fall 2008-2009". Below this, there is a "Show" section with two radio buttons: "All courses I can authorize" (selected) and "Courses I am teaching". There are also dropdown menus for "Division" (set to "All") and "Department" (set to "All Departments"), along with a "Search" button.

Course	Division	Capacity
<a href="#">ACT_231_A</a>	UG	0
<a href="#">BA_330_A</a>	UG	0

3. Check the capacity and enrollment figures to make sure the course is full. You are only granting an "over-enrollment" for the course. If the course is not full, there is no need for a Course Authorization. Next, select the "Add New Authorizations" link.



4: Search for the student requesting the Authorization by entering the name and selecting “Search”.



5: Select “Add” and a “Reason” for the Authorization. Then hit the “Add Authorization(s)” button.

Faculty - Home | Portal - Windows Internet Explorer  
https://tiger.voorhees.edu/tics/Faculty/

Voorhees College  
Tiger Portal

Welcome back Gloria V. Savage ( Site Manager | Personal Info | Logout )

Home | Welcome | Admissions | Parents | Alumni | Academics | Students | Faculty | Business Office | Financial Aid | Campus Life | Perspective Students | Help | My Pages

You are here: Faculty > Home

**Faculty** [Edit page](#) [Printer Friendly](#)

**Course Authorization - Add New Authorizations**

Setup | Set Options

Course Authorization > Course Authorization > Course List > Details > Add New Authorizations

**Prin of Acct**

Fall 2008-2009 Undergraduate 3.00 Credits  
Capacity:25 Enrollment:8 Waitlisted:0

**Add Authorization**

To add an authorization for this course, you must first search for a student by entering their name and/or ID in the fields below.

Last Name: student First Name: test ID:   [Advanced Search](#)

When a student has been retrieved, the window displays the authorization conditions for which you have permission to grant authorization. For authorizations to be saved, the Add box must be checked and a Reason selected from the drop down when you click the Add Authorization(s) button.

Student	Test	ID	Reason
<input checked="" type="checkbox"/>	Capacity		Authorize: General authorization for course over-enrollment
			Authorize: General authorization for course over-enrollment
			Authorize: Learning Community student
			Authorize: Non-Trad student with job-time restraint
			Authorize: Student needs course to graduate
			Authorize: Trad student with course conflicts restraint
			Revoke authorization for course over-enrollment

[Add Authorization\(s\)](#)

[Blackboard](#)  
[Voorhees College](#)  
[Voorhees Email](#)  
[Wright-Potts Library](#)

[Privacy Policy](#) | [About Us](#) | [Contact Us](#) | [Campus Directory](#)

© 2002-2008 Jenzabar, Inc. All rights reserved. v6-4 SP2 HF7D

Internet | Protected Mode On | 100%

Microsoft SQL Serve... | Advising | Registration | Document4 - Micro... | Faculty - Home | Po... | 3:11 PM

6: You remove authorizations by selecting the correct Term, then the course, select the “check box” under “Remove”. Hit the “Remove Authorizations” button. If you do not see the authorization it means that the Registrar has already granted the authorization and enrolled the student in your course.

The screenshot displays the 'Faculty Course Authorization - Details' page. The page includes a navigation menu at the top with options like Home, Admissions, Parents, Alumni, Academics, Students, Faculty, Business Office, Financial Aid, Campus Life, Perspective Students, Help, and My Pages. The main content area shows course details for 'Fall 2008-2009 ACT 231 A Undergraduate 3.00 Credits' and a table of 'Authorizations Granted'. The table has the following data:

Remove	Student	ID	Condition	Reason	Date Added	Added By
<input type="checkbox"/>	Student, Test	88580	Capacity	Authorize: General authorization for course over-enrollment	8/5/2008 3:15:12 PM	Savage, Gloria V.

Below the table is a 'Remove Authorizations' button. A black arrow points from the 'My Pages' sidebar to the 'Remove' checkbox in the first row of the table.