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.
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.

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

#### Course Authorizations - Add New Authorizations

**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.

<table>
<thead>
<tr>
<th>Add Authorization Condition</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Capacity</td>
<td>Authorize: General authorization for course over enrollment</td>
</tr>
</tbody>
</table>

**Add Authorization(s)**

<table>
<thead>
<tr>
<th>Add Authorization(s)</th>
<th>Authorize: General authorization for course over enrollment</th>
</tr>
</thead>
</table>
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.