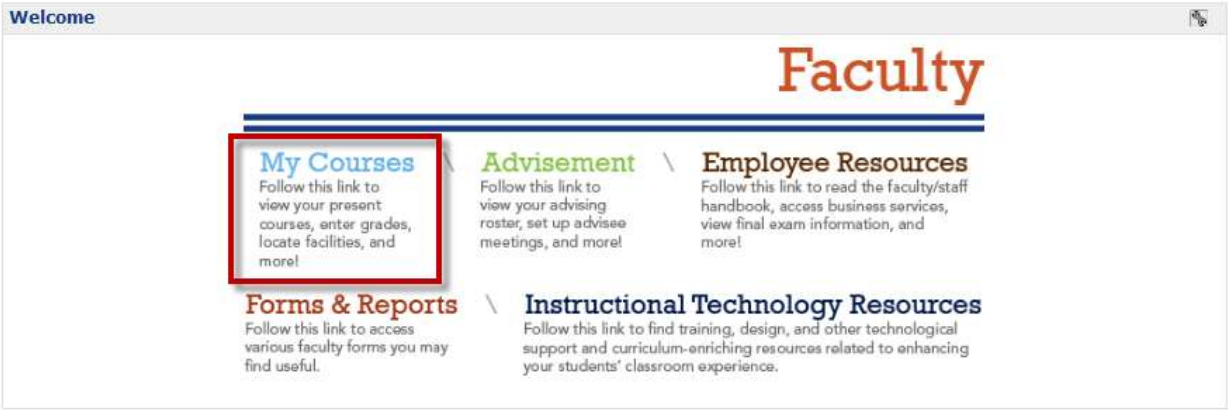
Explaining the Course Authorization Portlet

In order to simplify the preregistration and add/drop process for faculty and students, course authorization can now be done through VikingWeb. The Course Authorization portlet replaces the previously used course authorization form.

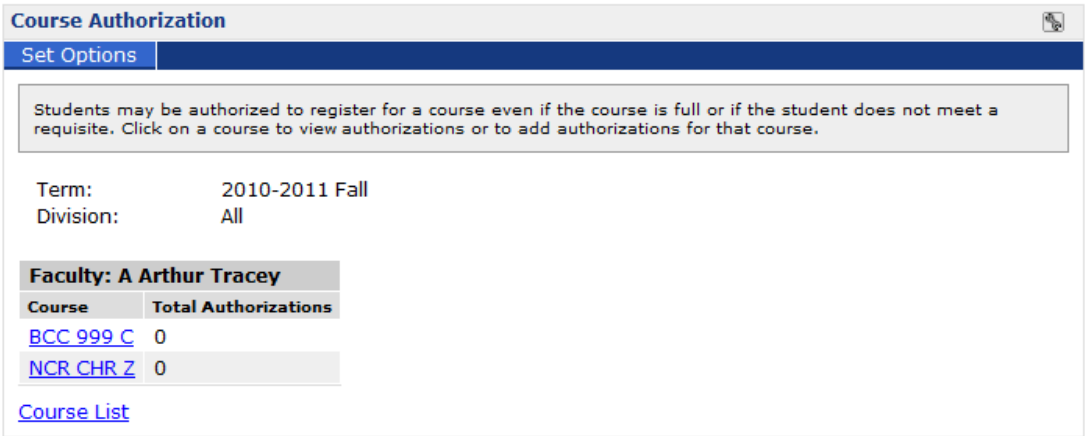
Students may be authorized to register for a course even if the course is full or if the student does not meet a prerequisite. Giving a student authorization does not enroll the student in the course. It is still the student's responsibility to enroll in the course during registration or add/drop.

Follow the steps below to authorize one or more students for one or more of your classes.

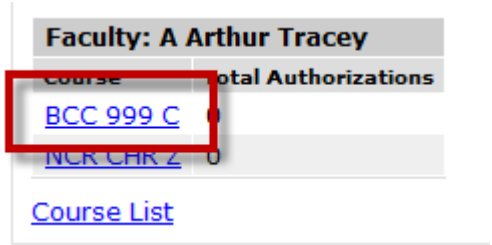
1. Log in to VikingWeb
2. From the Employee Tab, click My Courses.



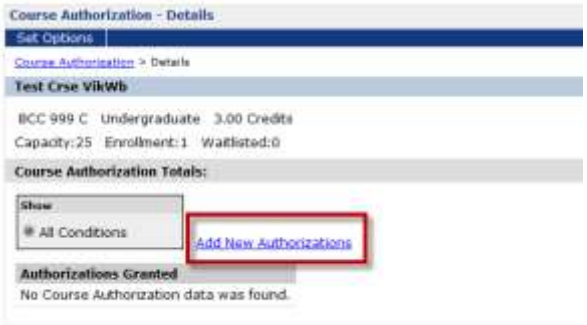
3. In the right hand column, there is a portlet called Course Authorization.



4. Click on the course that you want to authorize a student to add.

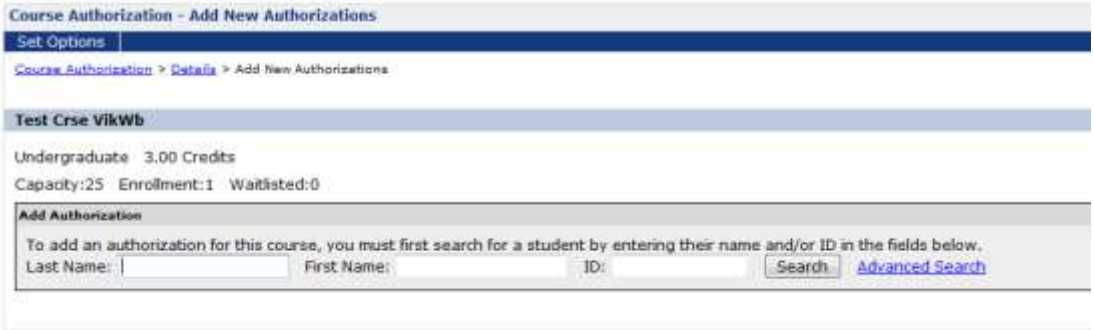


5. Click Add New Authorization

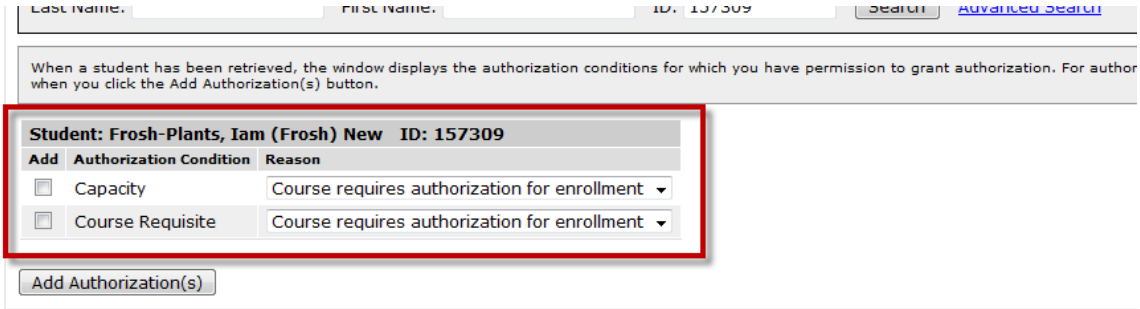


You may search by last name, first name or ID number. (Click Advanced Search for additional search criteria.)

6. Type in the criteria and click search



7. You will see a screen with the options below:

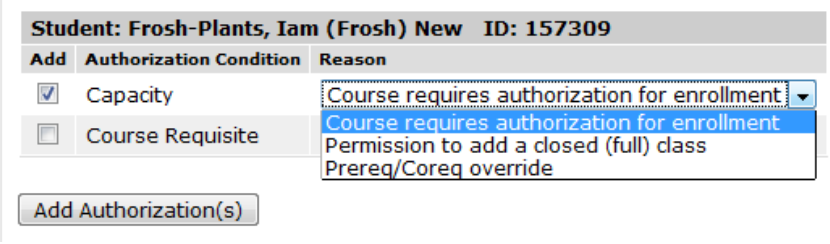


8. Check the box next to the Authorization Condition and select the appropriate reason from the drop down list and click Add Authorization.

   If you need to authorize a student for both capacity and prerequisite reasons, check both boxes and select the appropriate reasons from the drop down box.

   Course Authorization does not enroll the student in the course. The procedure give the student the ability to enroll in a course that he/she would not otherwise be able to enroll in due to capacity and prerequisite requirements.

9. Click Add Authorization.



10. You should see a screen similar to this:

    From here, you can remove authorizations if necessary.

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with questions or comments.