

DIRECTIONS: PROVIDING ADD AUTHORIZATION DURING THE ADD/DROP PERIOD

Login to WebAdvisor at:

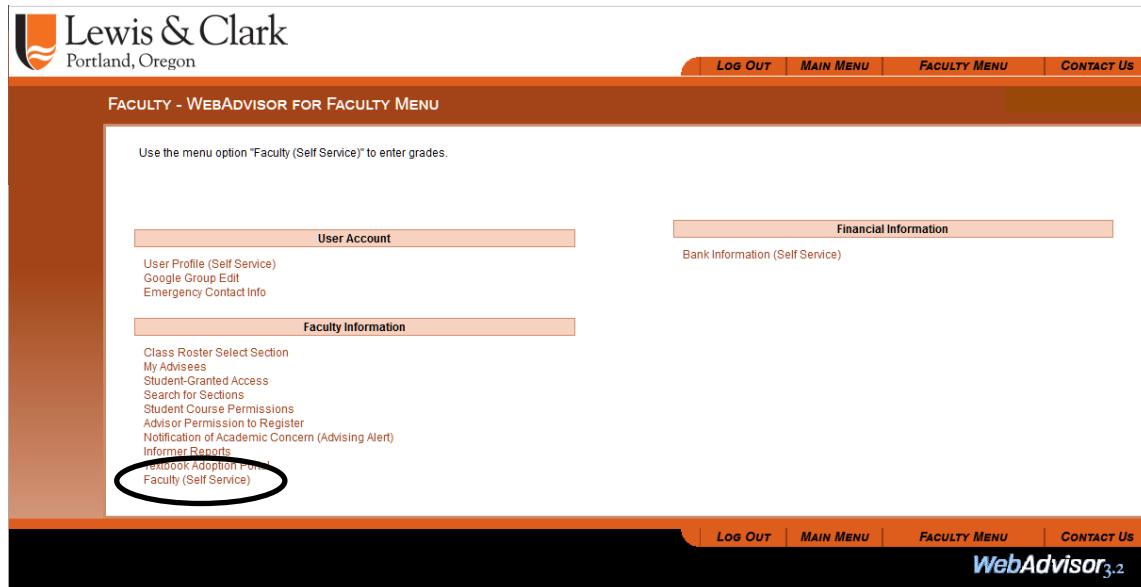
<https://webadvisor.lclark.edu>

Once you've logged in, choose the "Faculty" link at the right.



The screenshot shows the Lewis & Clark WebAdvisor main menu. At the top, there is a logo for Lewis & Clark, Portland, Oregon. The main menu bar has links for LOG OUT, MAIN MENU, and CONTACT US. Below the main menu, a vertical sidebar on the left says "main menu" vertically. The right side shows a dropdown menu with four options: Prospective Students, Students, Faculty, and Employees. The "Faculty" option is circled in black. At the bottom, there is another set of links for LOG OUT, MAIN MENU, CONTACT US, and the WebAdvisor 3.2 logo.

Choose the "Faculty (Self-Service)" link.



The screenshot shows the Faculty - WebAdvisor for Faculty Menu. At the top, there is a logo for Lewis & Clark, Portland, Oregon. The main menu bar has links for LOG OUT, MAIN MENU, FACULTY MENU, and CONTACT US. Below the main menu, a section titled "FACULTY - WEBADVISOR FOR FACULTY MENU" contains a message: "Use the menu option "Faculty (Self Service)" to enter grades." There are two main sections: "User Account" and "Financial Information". The "User Account" section includes links for User Profile (Self Service), Google Group Edit, and Emergency Contact Info. The "Financial Information" section includes a link for Bank Information (Self Service). At the bottom, there is a "Faculty Information" section with links for Class Roster Select Section, My Advisees, Student-Granted Access, Search for Sections, Student Course Permissions, Advisor Permission to Register, Notification of Academic Concern (Advising Alert), Informer Reports, Outlook Adoption Form, and Faculty (Self Service). The "Faculty (Self Service)" link is circled in black. At the very bottom, there is a footer with links for LOG OUT, MAIN MENU, FACULTY MENU, CONTACT US, and the WebAdvisor 3.2 logo.

You will be passed through from WebAdvisor to ***Self-Service***.

Your course sections (future, current and past) will be listed in Self-Service by semester, with the most recent (or future) semester at the top. Current and past semesters are below.

Choose the course section that you wish to view by clicking on the link.

Manage your courses by selecting a section below

CAS Fall 2025			
Section	Times	Locations	Availability 
ENG-240-01: The Brontës	M/W/F 8:00 AM - 9:00 AM 9/2/2025 - 12/17/2025	TBD Lecture	25 / 0 / 25 / 0
ENG-334-01: Special Topics in Literature	M/W/F 10:20 AM - 11:20 AM 9/2/2025 - 12/10/2025	Miller Center, 208 Lecture	24 / 1 / 25 / 0
ENG-450-03: Senior Seminar	T/Th 11:30 AM - 1:00 PM 9/2/2025 - 12/10/2025	Miller Center, 305 Seminar	12 / 0 / 12 / 0

This will bring you to your class roster. Click on the Permissions Tab

Section Details

[Back to Courses](#)

ENG-334-01: Special Topics in Literature

CAS Fall 2025
CAS Campus

M/W/F 10:20 AM - 11:20 AM
9/2/2025 - 12/10/2025
Miller Center, 208 Lecture

Seats Available  24 / 1 / 25 / 0

Waitlisted 0

Roster Grading **Permissions** Waitlist



In addition to the two options you had before, you will now have a THIRD option.

ENG-334-01: Special Topics in Literature

CAS Fall 2025
CAS Campus

M/W/F 10:20 AM - 11:20 AM
9/2/2025 - 12/10/2025
Miller Center, 208 Lecture

Seats Available  24 / 1 / 25 / 0

Waitlisted 0

Roster Grading **Permissions** Waitlist

Faculty Permissions

Choose one of the categories below :

 **Requisite Waiver**
Waive prerequisites so that a student can register for the course.

 **Instructor Consent**
Review and manage instructor consent and restriction overrides.

 **Undergraduate Add/Drop Period Authorization**
Review and manage add/drop period authorization (Undergraduate Instructors Only)

Click on the *Undergraduate Add/Drop Period Authorization* button to grant authorization for a student to register for your course **during the add/drop period**.

If you have not yet granted add authorization to a student, you'll see this information bar.



Once you have given add authorization to one or more students, you'll see a list of students to whom you have already granted add authorization.

To provide add authorization for a student, use the search field into which you can enter a student ID.

A screenshot of a software interface titled "Student Add Authorization". It features a search bar with the placeholder "Student Name or ID" and a magnifying glass icon. A red arrow points from the text above to this search bar. Below the search bar, there is a link "[Back To Faculty Permissions](#)".

While the search function will *ostensibly* search on name, you are **STRONGLY** urged to use Student ID number. (The student file is so large that the search may not return an accurate name.) Ask the student for the ID number if the student wants permission to add your course. The benefit to using student ID number is that you won't accidentally give permission to a former graduate with the same name as your student. (yes – this has happened...)

When you enter the ID number in the search box:

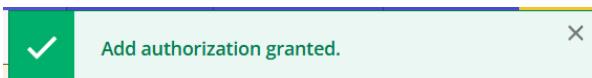
The student's name will appear. If this is the correct student, click on the name.

A screenshot of a software interface showing a list of search results. The first result is partially redacted. The second result shows a student with the name "Doug Aditch" highlighted in yellow, with the text "Bachelor of Arts in Mathematics" below it.

Choose "OK" to grant add authorization for this student.

A screenshot of a "Add Authorization Confirmation" dialog box. It contains the text "Do you want to grant an Add Authorization for Doug Aditch?" and two buttons: "Cancel" and "OK".

You will receive a green "add authorization granted" notification in the top right corner of the screen;



and you will see that the student has been added to the list of students to whom you have given consent. Note that you can also *revoke* permission on this screen.

< Back To Faculty Permissions

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
 Doug Aditch	██████████		6/10/2025 3:57:06 PM	Revoke

Finally, keep in mind that Self Service divides discrete tasks to better allow faculty to make choices that are not “all or nothing”. (For example: you can waive junior standing without compromising prerequisites that have to be met – etc.) **Implementing the “add authorization” functionality will allow faculty to provide authorization to add course sections during the add/drop period, without overriding other important course criteria.**

If you also wish to override required instructor consent or restrictions, or if you wish to waive prerequisites, you will need to provide the student with that approval as well.