

DIRECTIONS: PROVIDING ADD AUTHORIZATION DURING THE ADD/DROP PERIOD

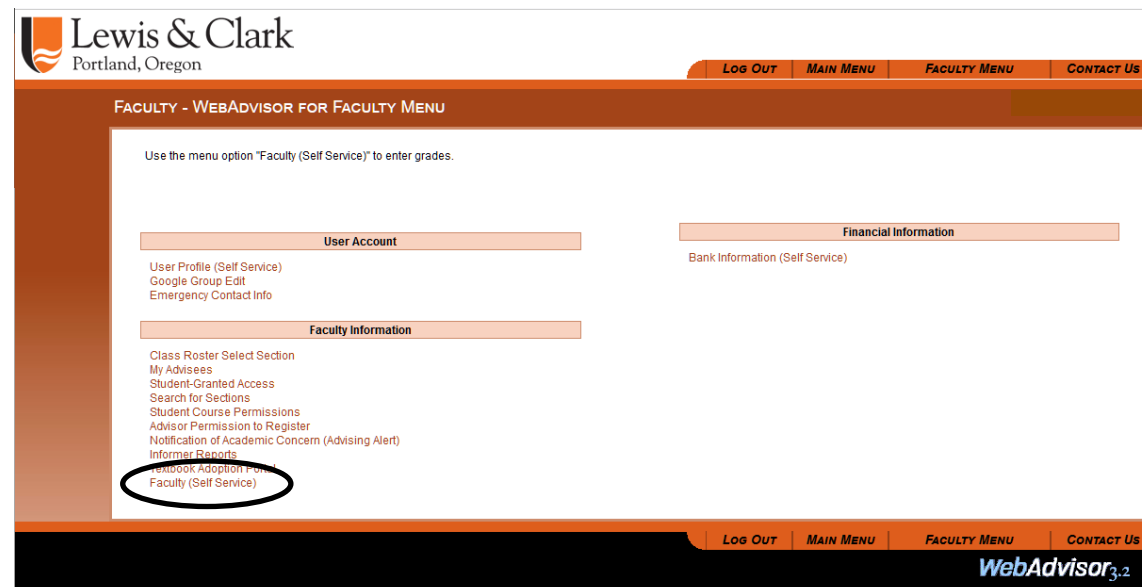
Login to WebAdvisor at:

<https://webadvisor.lclark.edu>

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



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



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:

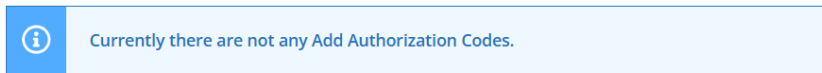
 **Requisite Waiver**
Waive prerequisites so that a student can register for the course.

 **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)

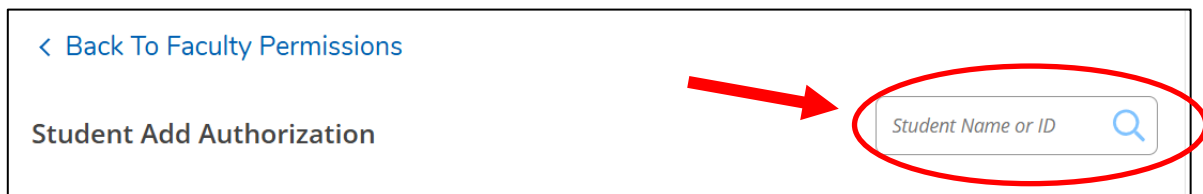
Click on the *Undergraduate Add/Drop Period Authorization* button to grant authorization for a student to register for your course **during the add/drop period**.

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.

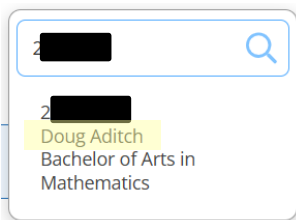
To provide add authorization for a student, use the search field into which you can enter a student ID.



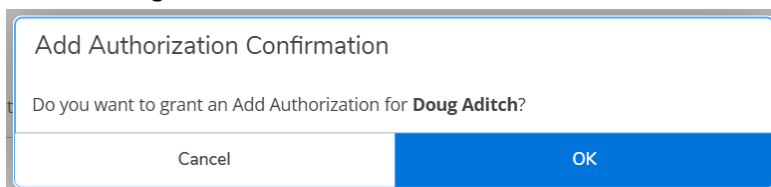
While the search function will *ostensibly* search on name, you are **STRONGLY** urged to use Student ID number. (The student file is so large that the search may not return an accurate name.) Ask the student for the ID number if the student wants permission to add your course. The benefit to using student 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:

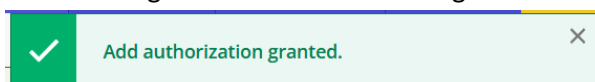
The student's name will appear. If this is the correct student, click on the name.




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



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	<div></div>		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.