

Frequent Registration Tasks for Faculty in Self Service

Undergraduate registration has the following phases for any given semester:

- Pre-registration (in April for fall, in November for spring)
- Incoming student registration (in June for fall, no special period for spring)
- Add/drop registration (August/September for fall, January/February for spring)
- Second-half registration (October for fall, March for spring; limited to second-half semester courses)

All registration dates are found on the Academic Calendar: mtholyoke.edu/academic-calendar

Quick Guide to Registration Tasks in Self Service

I want to let a student bypass my course prerequisite	Use Permission for Course – Add
I want a student to join the class from the waitlist	Use Waitlists
In the second week of add/drop, I want a student to join an open class	Use Faculty Overview > Permissions tab > Add Authorization

For Instructors

Book List Here you can access your book list.	Class Roster Here you can access your class roster.
Class Roster with Photos Here you can access your class roster with photos.	Class Schedule Here you can access your class schedule.
Course Feedback Here you can access your course feedback.	Faculty Overview Here you can view the faculty overview page. < Add authorizations
Grading Here you can access grading.	Independent Study Subtitle - Add Here you can access Independent Study Subtitle - Add.
Permission for Course - Add Here you can access Permission for Course - Add. < Allow student to bypass prerequisite	Permission for Course - View Here you can access Permissions for Course - View.
Request for Incompletes Here you can access Request for Incompletes.	Search for Classes Here you can access Search for Classes.
Waitlists Here you can access Waitlists. < Add student from waitlist	

Course Permission

If a student does not meet the system-enforced prerequisites of a class (for example, ANTHR-105 or “seniors only”), you can use Permission for Course – Add to grant them permission. Go to For Instructors > Permission for Course – Add and enter the student’s username. The student will be able to see your permission on their Approvals, Holds, and Registration Access Times page right away.

Permission only allows the student to bypass the prerequisite and behave like a student who does meet it. They can add themselves if the course is open, or waitlist themselves if the course is closed. *It will not automatically register them, nor will it allow them to register if there is a waitlist.* Students taking independent studies and permission-only (per-I) courses will also need permission posted.

Waitlist Management

When a space opens up in your class, you can fill that seat with a student from your waitlist. The system will not automatically add someone, and you are not required to start with the first student on your waitlist. Every waitlister you add to an available seat is your choice. To invite a student into a course from the waitlist, go to For Instructors > Waitlists. When you submit one or more students to be added, the Registrar's Office will receive a notification to attempt to add them. If there is any obstacle, such as a credit overload or conflict, the Registrar's Office will contact the student and CC you to help resolve, with a deadline of two business days.

Add Authorization

In the second week of add/drop (specific dates in the Academic Calendar), students may not freely add themselves to open courses. They need instructors' Add Authorization to permit them to register. Waitlisted students, and students joining a waitlist, do not need an Add Authorization – your waitlist request (above) will serve as your authorization for them to join the class.

To submit an Add Authorization, go to For Instructors > Faculty Overview. Click the Faculty Overview tile, then choose your course. You'll see the roster – just above it, click the Permissions tab. On the Permissions tab, click the Add Authorization tile. From there, search for the student by name or ID number to grant the authorization. The student will then be able to register for the open class.

Second-half courses and independent studies do not need Add Authorizations.