

Course Authorization Information Sheet

Overview:

Course Authorization allows instructors to grant permissions to a student to enroll in a course- even if that course is full, or if the student does not meet a course requisite or has a scheduling conflict. This function is also used to grant permission to students for those courses that always require the consent of the instructor to enroll. Once authorization is granted, the instructor needs to notify the student. It is then up to the student to enroll themselves via Edgewood Express.

Step-by-Step Directions:

1. Sign in to Edgewood Express and select “**Course Authorizations**” under the “**Faculty**” tab.
2. Click on the “**Course List**” link at the bottom of the screen to manage course authorizations.
3. Use the drop-down menus on the following screen to select the desired **term**. Then click the appropriate **course** and **section** from the list of courses under “**Courses**”.
4. Once the course details appear on the screen, click on “**Add New Authorizations**” and then fill in the student **ID number** field to search for the student needing authorization.
5. Once the student’s **ID number** is entered, hit the “**Search**” button in order to pull up their information and be prompted to select an **authorization condition**.
6. Choose the appropriate **authorization condition(s)**, then click “**Add Authorization(s)**”.
7. The page will refresh to display a success message and also display the newly added student authorization to the course. The student’s **name**, **ID #**, the **time and date** of authorization, the **reason**, and the name of the **person who added** the student to the course should all be visible.
8. The student should now be able to self-register for ONLY that specific **course** and **section** using their own Edgewood Express portal.

Helpful Information:

-The authorization conditions on the “Add New Authorizations” screen have different functions. “Capacity” will allow a student to enroll even if the class is full. It is also used for those courses that always require the consent of the instructor. “Course Requisite” will allow students who do not meet a course prerequisite or co-requisite to enroll in that course. “Schedule Conflict” will allow a student to enroll despite having a scheduling conflict.

-There is an ability to revoke course authorizations in Edgewood Express, but this will not change anything if the student has already enrolled in that course.

-More detailed directions with pictures can be found on the Registrar’s Office website at registrar.edgewood.edu.

If you get a question about course authorization that you are not comfortable answering, you can refer them to Edgewood Central (Ext. 4300) or the Registrar's Office (Ex. 3256).