

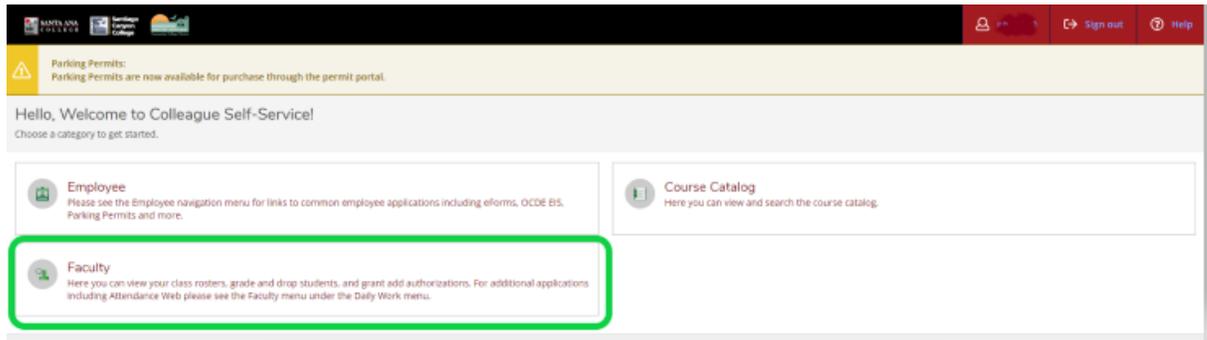
# Faculty Self-Service Manual

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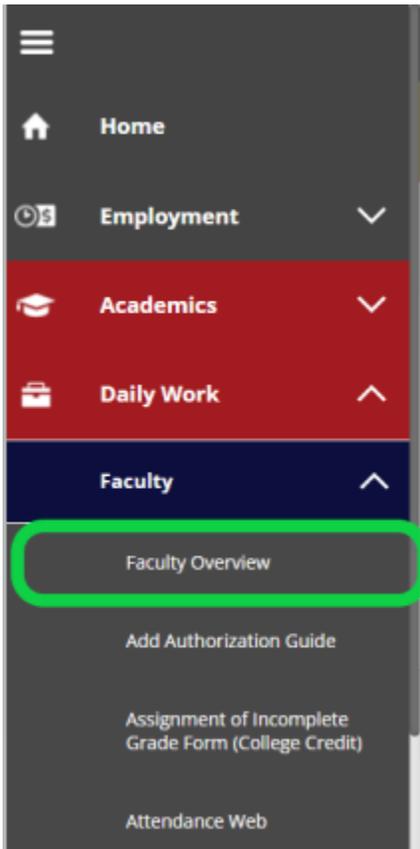
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## View My Teaching Class Schedule

1. Access the Faculty menu either through the **Faculty** tile located on your Self-Service Home page:



Or through the **Faculty** menu under the **Daily Work** menu in the left-hand navigation menu by clicking on **Faculty Overview**:



2. Your Faculty Overview page is where you can see all of the sections that you have been assigned to teach (past, present and future), sorted by Term:

The screenshot shows the Faculty Overview page with a navigation breadcrumb: Daily Work > Faculty > Faculty Overview. A yellow warning banner at the top states: "Parking Permits: Parking Permits are now available for purchase through the permit portal." Below this, the text reads "Manage your courses by selecting a section below".

The page displays two tables of course sections:

**Summer 2023**

Section	Times	Locations	Availability	Books	Census Dates
<a href="#">CMPS-100-25143: The Computer &amp; Society</a>	6/12/2023 - 8/6/2023	- ONLINE Online	39 / 40 / 0		

**Spring 2023**

Section	Times	Locations	Availability	Books	Census Dates
<a href="#">CMPS-100-28788: The Computer &amp; Society</a>	2/6/2023 - 6/4/2023	- CANVAS Online	40 / 40 / 0		CC and CE 2/21/2023 Census NCDE Only 4/20/2023 Census
<a href="#">CMPS-100-28789: The Computer &amp; Society</a>	2/6/2023 - 6/4/2023	- CANVAS Online	39 / 40 / 0		CC and CE 2/21/2023 Census NCDE Only 4/20/2023 Census

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## View My Roster

1. From the **Faculty Overview** page click on the name of your section to open your **Section Details**:

Summer 2023	
Section	Times
<a href="#">CMPR-100-25143: The Computer &amp; Society</a>	6/12/2023 - 8/6/2023

2. By default, your roster will be displayed at the bottom of your **Section Details**:

CMPR-100-25143: The Computer & Society  
Summer 2023  
Santa Ana College  
6/12/2023 - 8/6/2023  
... ONLINE Online  
Seats Available 39 / 40 / 0  
Deadline Dates  
Waitlisted 0

Roster Grading Add Authorizations/Permissions Waitlist

Print Email All Export

Student Name	Student ID	Class Level	Pass/Audit	Repeated	Preferred Email
 Student2, Ellucian	2244861	Freshman			es05804@student.sac.edu

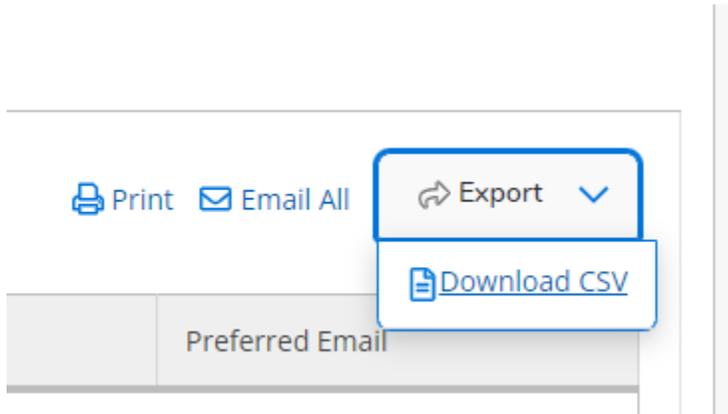
Your roster will display all currently enrolled students as well as dropped students. Dropped students will be notated with a message beneath their chosen name stating that they have been dropped along with the drop date:

Roster Drop Roster Grading Add Authorization

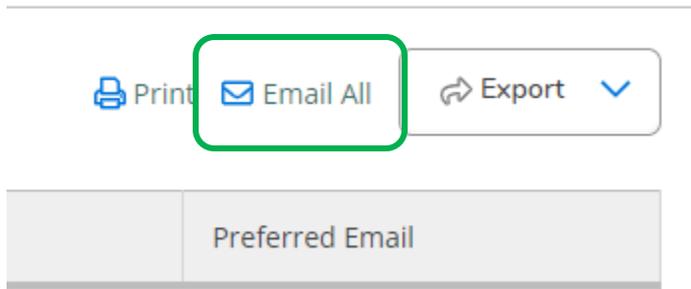
Student Name

 Ellucian Student2  
(Dropped 3/9/2023)

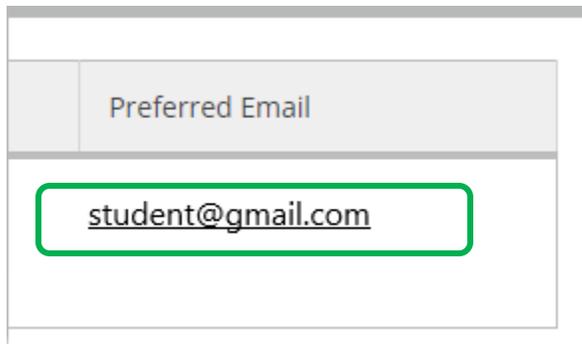
3. You can export your roster to Excel by clicking on the **Export** drop-down at the top, right-hand corner directly above your roster and then clicking on **Download CSV**:



4. You can email your students via your roster by clicking on the “Email All” link at the top, right-hand corner directly above your roster:



OR to email an individual student from your roster click on their email address from your roster under the Preferred Email column:



**Important Notes** regarding emailing students through Self-Service:

- The email account that your email will be sent from is the email account that is set as your default email client on the computer you are currently working on. For instance, if you are using your personal computer at home and your default email client is gmail then your personal gmail account will be the account that your email will be sent from. If you do not wish to email your students from this account you may be able to copy the student email

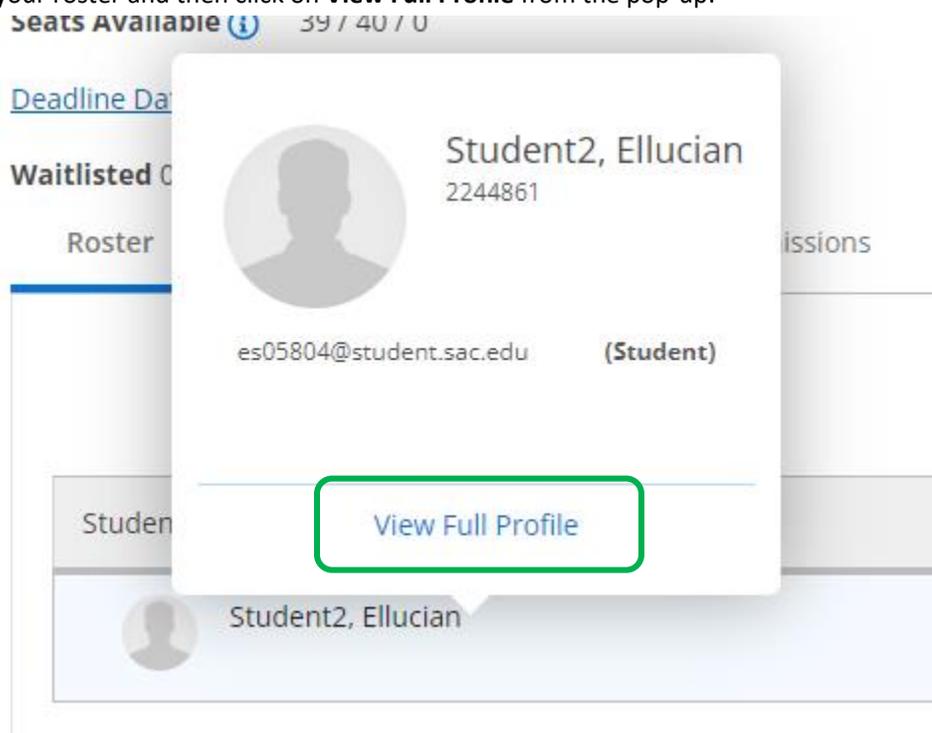
addresses from your personal email account, open up your district Outlook email account and paste the email addresses there. OR we also recommend using Canvas instead to email your students.

Please note that if you choose to copy and paste into your district Outlook account we highly recommend that you paste them into the bcc (blind carbon copy) field so that students' personal email addresses are not distributed to all students in your class.

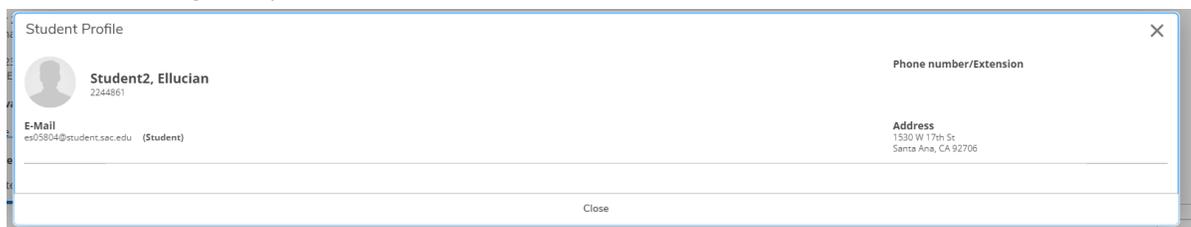
- Dropped students will also be included if you choose to use the "Email All" functionality from Self-Service.

## View Student Contact Information

1. To view more details about a student, including their phone number(s) hover over their name on your roster and then click on **View Full Profile** from the pop-up:



This will open up the student's **Student Profile** which includes additional information about the student including their phone number and address:



## Submitting Grades

1. From your Section Details page, click on the Grading tab:

### CMPR-100-25143: The Computer & Society

Summer 2023  
Santa Ana College

6/12/2023 - 8/6/2023  
., ONLINE Online

**Seats Available** ⓘ 39 / 40 / 0

[Deadline Dates](#)

**Waitlisted 0**

Roster **Grading** Add Authorizations/Permissions Waitlist

Student Name	Student ID
 Student2 Ellucian	2244861

2. Then click on the Final Grade sub-tab:

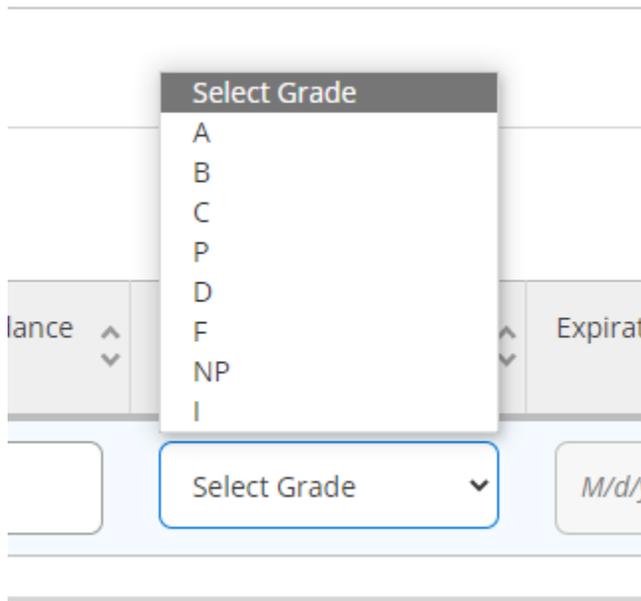
**Waitlisted 0**

Roster **Grading** Add Authorizations/Permissions W

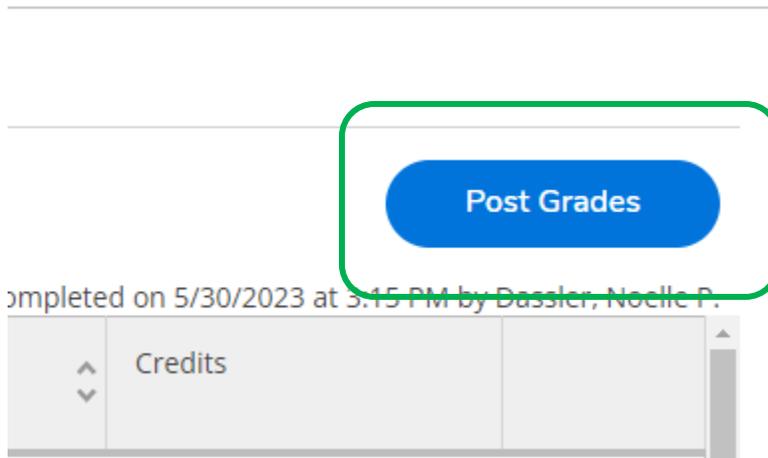
Overview **Final Grade**

ⓘ Final grading is not complete. Please enter and post all grade

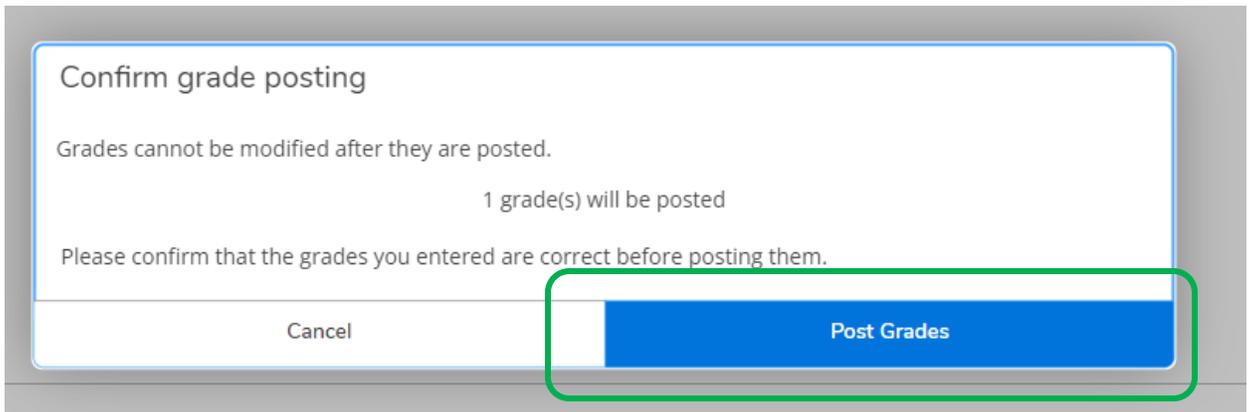
3. Enter your students' grade(s) by selecting it from the **Final Grade** drop-down in the **Final Grade** column:



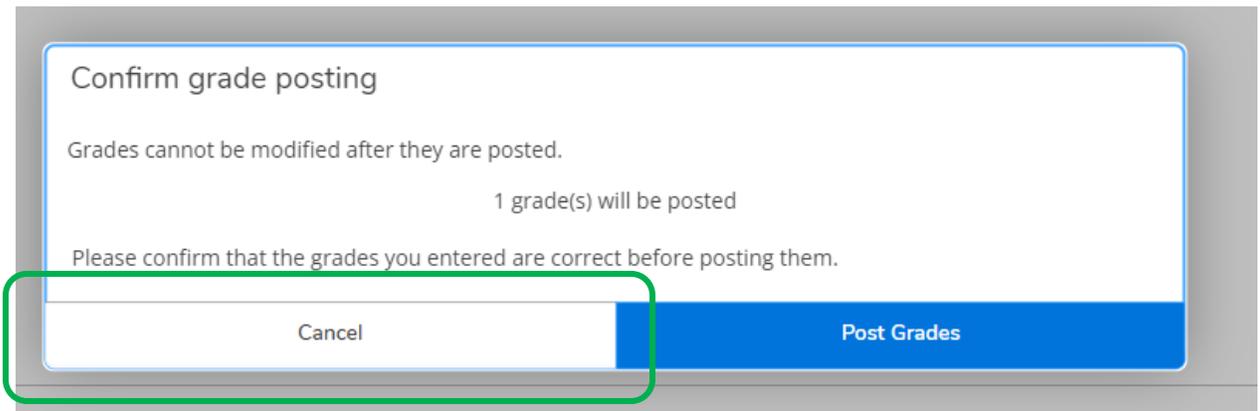
4. After you have entered your students' grade(s) click on the blue **Post Grades** button found in the upper right-hand corner directly above your grading roster:



5. Click on **Post Grades** in the grading confirmation box:

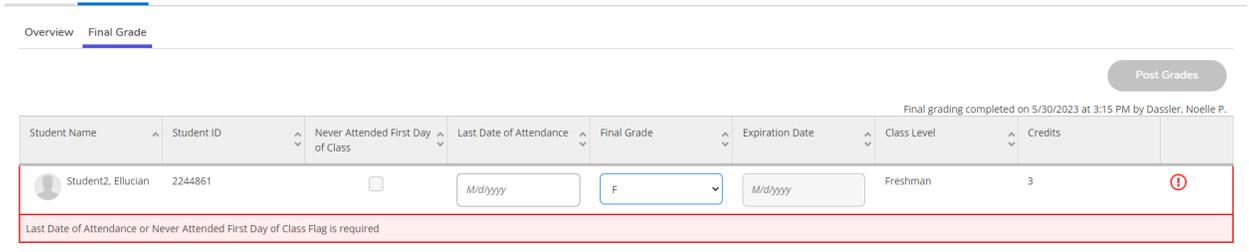


6. Alternately, you can cancel the grade posting by clicking on **Cancel** if you believe you've made an error or are not ready to post:



7. College Credit "F" Grades ONLY:

One additional step must be taken to post (submit) a grade of "F" for **College Credit** classes. In addition to entering a grade you must also enter a **Last Date of Attendance**. Enter in the date that the student last attended your class in the **Last Date of Attendance** column. The date must be in one of these formats: m/d/yyyy or mm/dd/yyyy → a 4-digit year entry is required:



Student Name	Student ID	Never Attended First Day of Class	Last Date of Attendance	Final Grade	Expiration Date	Class Level	Credits
Student2, Ellucian	2244861	<input type="checkbox"/>	m/d/yyyy	F	m/d/yyyy	Freshman	3

Final grading complete

Day	Last Date of Attendance	Final Grade	Expiration Date	Class Level
	8/6/2023	F	M/d/yyyy	Freshman

8. College Credit "I" Incomplete grades:

An Expiration Date must be entered when giving a student a grade of "I" – "Incomplete. This will be indicated with a message in red stating that an Expiration Date within the upcoming year from today's date should be entered into the Expiration Date column:

Student7, Ellucian	2244866	M/d/yyyy	I	M/d/yyyy	Freshman	0.50	ⓘ
Expiration date is required for Incomplete grades. Enter a date within the upcoming year from today's date.							
Student8, Ellucian	2244867				Freshman	0.50	

Student7, Ellucian	2244866	M/d/yyyy					
Expiration date is required for Incomplete grades. Enter a date within the upcoming year from today's date.							

Final Grade	Expiration Date
I	6/15/2023

The Expiration Date entered should be after the end of the section. If a date prior the section's end date is entered an error message will display, "Expiration date should be beyond the section end date:"

Student7, Ellucian 2244866

M/d/yyyy

I

6/1/2023

Expiration date should be beyond section end date

Expiration date should be beyond section end date

To correct this enter an Expiration date after the end of the section.

- Important Note:** Once a student's grade has been posted it cannot be changed. If you've posted a grade for your student in error you will need to submit a grade change form to Admissions and Records. Both the College Credit and Continuing Education grade change forms are available through links under the Faculty menu in the left-hand navigation or you can contact your Admissions and Records office to obtain one.
- Again, an important last step when entering grades is to make sure to click on the blue (enabled) Post Grades button to finalize/post your grades.**

\*\*\*\*\*

## College Credit – Dropping a Student

### BEFORE YOU BEGIN:

- **Faculty should drop students prior to the Census Date—especially no shows.** The Census Date can be viewed on your **Faculty Overview** page under the “Census Dates” column and is labeled as **CC and CE Census**:

Daily Work · Faculty · **Faculty Overview**

**Dear Student.**  
As you sign up for your class, please be aware your professor may have certain camera or technology requirements. We suggest you reach out to your professor ahead of time to determine course requirements and find the class that is the most suitable for your needs.  
Fall courses held Online and through Remote/Online instruction require a device and internet connection. [CLICK THE SECTION NAME](#) for important course details.

**Parking Permits:**  
Parking Permits are not available at this time. Please check back periodically for more information.

Manage your courses by selecting a section below

Section	Times	Locations	Availability ⓘ	Books	Census Dates
ART-009-25089: Art Lab	2/6/2023 - 6/4/2023	., ONLINE Laboratory	26 / 30 / 0		CC and CE Census - 2/21/2023 - NCDE Only Census - 4/20/2023 -

Spring 2023 Continuing Ed

College Credit (CC) census date (label is CC and CE Census):

Census Dates

CC and CE Census - 2/21/2023 -

NCDE Only Census - 4/20/2023 -

- **No Shows:** If a student does not attend class the first day of class mark the student as **“Never Attended”** in the Never Attended column of your Drop Roster by clicking inside the box:

[Deadline Dates](#)

Waitlisted 0

Roster Attendance **Drop Roster** Census Grading Books Add Authorizations/Permissions

Student Name	Student ID	Never Attended	Last Date of Attendance	Final
Student1, Ellucian	2244860	<input type="checkbox"/>	9/6/2022	P
Student2, Ellucian	2244861	<input checked="" type="checkbox"/>	M/d/yyyy	

- **Faculty teaching College Credit courses should NOT grade students while dropping them.** The only exception to this is if it is **on or after the census date, also known as the drop grade required period.**

Drop Grade Required Period:

- **Begins** the day after the **Last Day to Drop without a Grade (the Census Date)**
- **Ends** on the **Last Day to Drop with a Grade.** During this period faculty will need to enter a “W” grade while dropping the student.

Section Details

[Back to Courses](#)

ART-100-20334: Introduction to Art Concepts

Summer 2022  
Santa Ana College

7/11/2022 - 8/7/2022  
.. ONLINE Online

Seats Available ⓘ 48 / 50 / 0

**Deadline Dates**

Waitlisted 0

Deadline Dates

ART-100-20334: Introduction to Art Concepts  
Summer 2022

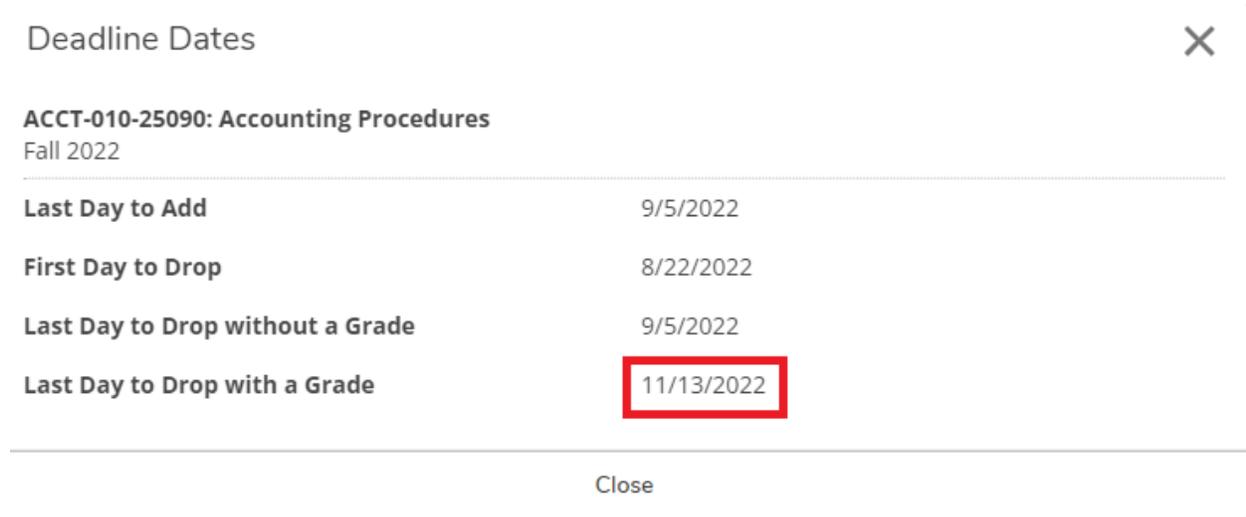
Last Day to Add	7/15/2022
First Day to Drop	7/11/2022
<b>Last Day to Drop without a Grade</b>	7/15/2022
<b>Last Day to Drop with a Grade</b>	7/31/2022

Close

➤ **Dropping on or after the census date/during the Drop Grade Required Period:**

If you drop a student within this time period you will be required to enter in a “W” grade. Select “W” from the grade drop-down and then click on the Drop button to drop a student.

Faculty **cannot** drop students after the **Last Day to Drop with a Grade**. To view the Drop period Faculty can open their Deadline Dates pop-up by clicking on the Deadline Dates link on their Section Details screen:



Deadline Dates ✕

**ACCT-010-25090: Accounting Procedures**  
Fall 2022

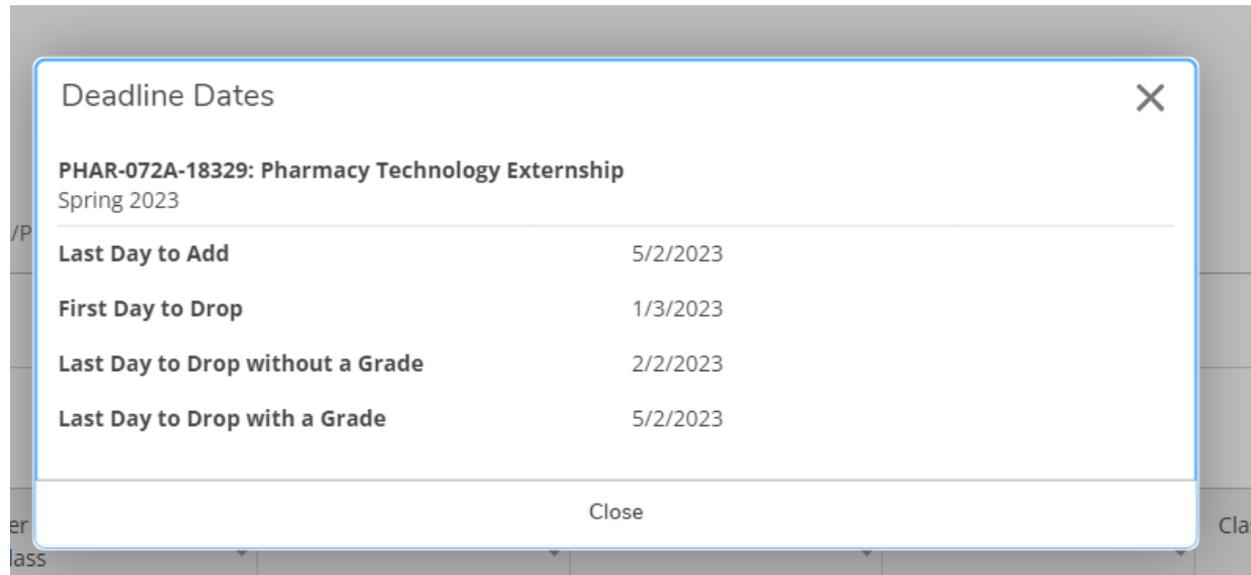
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<b>Last Day to Add</b>	9/5/2022
<b>First Day to Drop</b>	8/22/2022
<b>Last Day to Drop without a Grade</b>	9/5/2022
<b>Last Day to Drop with a Grade</b>	11/13/2022

---

Close

Faculty can view their section’s **Last Day to Drop without a Grade** and **Last Day to Drop with a Grade** dates by clicking on the “Deadline Dates” link in their Course Section Details page:



Deadline Dates ✕

**PHAR-072A-18329: Pharmacy Technology Externship**  
Spring 2023

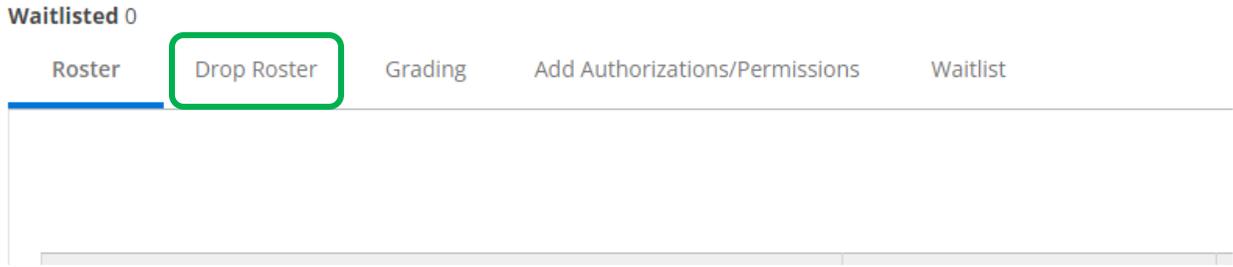
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<b>Last Day to Add</b>	5/2/2023
<b>First Day to Drop</b>	1/3/2023
<b>Last Day to Drop without a Grade</b>	2/2/2023
<b>Last Day to Drop with a Grade</b>	5/2/2023

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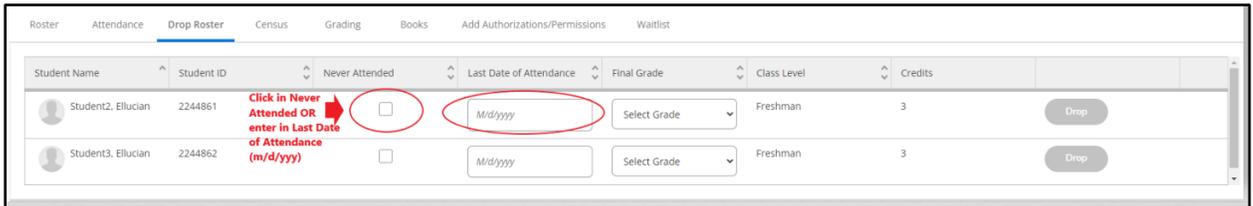
Close

1. From your **Section Details** page click on the **Drop Roster** tab.



2. Select the **Never Attended** checkbox or enter in a **Last Date of Attendance**.

You are required to **either click** in the **Never Attended** box or **enter in a Last Date of Attendance** to enable the Drop button:



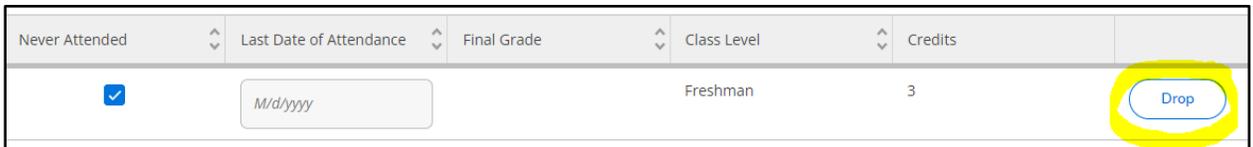
**For No Shows:** Click in the **Never Attended** checkbox.

**For Students who Attended Class:** Enter in a **Last Date of Attendance** (format is m/d/yyyy – four digit year. It will not accept a two-digit year).

**NOTE:** you must drop no shows prior to the census date. Never attended is not available after the census date (the Last Day to Drop without a Grade). If it is past the census date you must drop the student with a last date of attendance and enter in a final grade of “W.”

3. After making selection, Drop button will become enabled.

Once you have either clicked in Never Attended or entered in a Last Date of Attendance the Drop button will become enabled (will no longer be grayed out):



**NOTE:** If Never Attended is clicked the Final Grade option will be hidden:

Never Attended	Last Date of Attendance	Final Grade
<input checked="" type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	<input type="text" value=""/>

- Select Drop button but DO NOT ENTER A FINAL GRADE.

Once you have clicked in Never Attended or entered in a Last Date of Attendance, click on the **Drop** button, but **DO NOT ENTER A FINAL GRADE**. Final Grades are not allowed for dropped students:

Last Date of Attendance	Final Grade	Class Level	Credits	
<input type="text" value="7/15/2022"/>	<input type="text" value="Select"/>	Freshman	3	<input type="button" value="Drop"/>

**EXCEPTION:**

If it is **on or after census** (within the drop grade required period--between the day after the Last Date to Drop without a Grade and the Last Date to Drop with a Grade) you must **enter a "W" grade**.

Select the **"W"** ("Withdrawal") grade from the drop-down:

Select Grade
▼

Select Grade

A

B

C

P

D

F

NP

.P

W

re

**Example:** if today is 11/01/22.

When **today is on or after the Census Date** a “W” grade will need to be entered in order to drop your students:

Section	Times	Locations	Availability ⓘ	Books	Census Dates
<a href="#">ACCT-010-25090: Accounting Procedures</a>	8/22/2022 - 12/11/2022	~ ONLINE Online	36 / 40 / 0		CC and CE Census - 9/6/2022 NLDE Only Census - 10/27/2022

**Deadline Dates** also indicate when we are in the **Drop Grade Required** period. Since today is 11/1/22, the **Last Day to Drop without a Grade** is in the past but the **Last Date to Drop with a Grade** has not yet occurred:

Deadline Dates ✕

**ACCT-010-25090: Accounting Procedures**  
Fall 2022

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**Last Day to Add** 9/5/2022

**First Day to Drop** 8/22/2022

**Last Day to Drop without a Grade** 9/5/2022

**Last Day to Drop with a Grade** 11/13/2022



**Today's Date:**  
**11/1/22**

---

Close

If you attempt to drop a student during the Drop Grade Required period without first entering in a Final Grade you will receive this error:

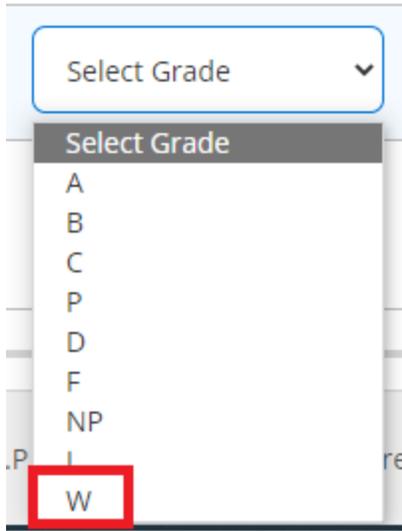
Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	
Student2, Ellucian	2244861	<input type="checkbox"/>	7/15/2022	Select Grade	Freshman	3	Drop <span style="float: right;">ⓘ</span>
A drop grade is required							

Student2, Ellucian 2244861

---

A drop grade is required

Select the “W” grade from the drop-down:

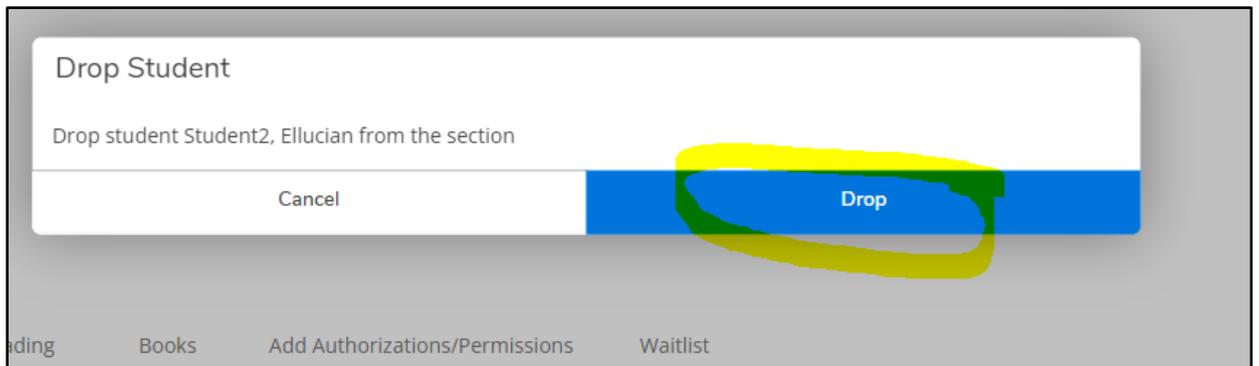


And enter in a Last Date of Attendance. Then click the Drop button:

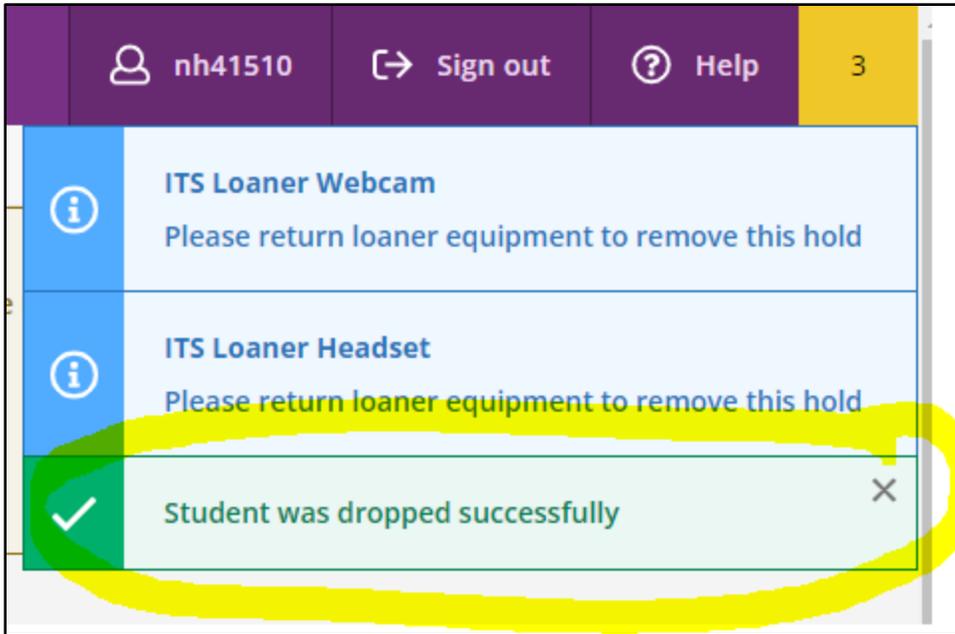
A screenshot of a student record form. The form has several fields: 'Last Date of Attendance' with the value '11/1/2022', 'Final Grade' with the value 'W', 'Class Level' with the value 'Sophomore', and 'Credits' with the value '8'. A blue 'Drop' button is located to the right of the 'Credits' field and is highlighted with a yellow oval.

5. Select **Drop** from the **Drop Student** confirmation pop-up.

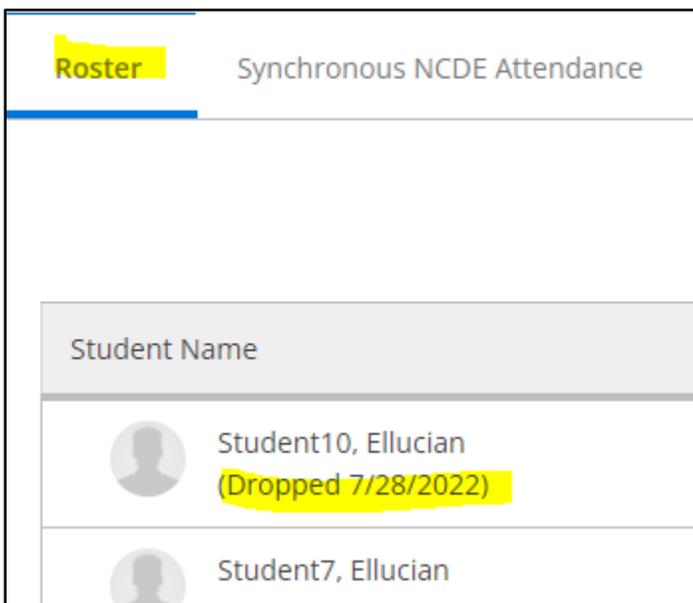
Once you have clicked on the Drop button you will be presented with a Drop Student confirmation pop-up. Click on **Drop** to drop the student:



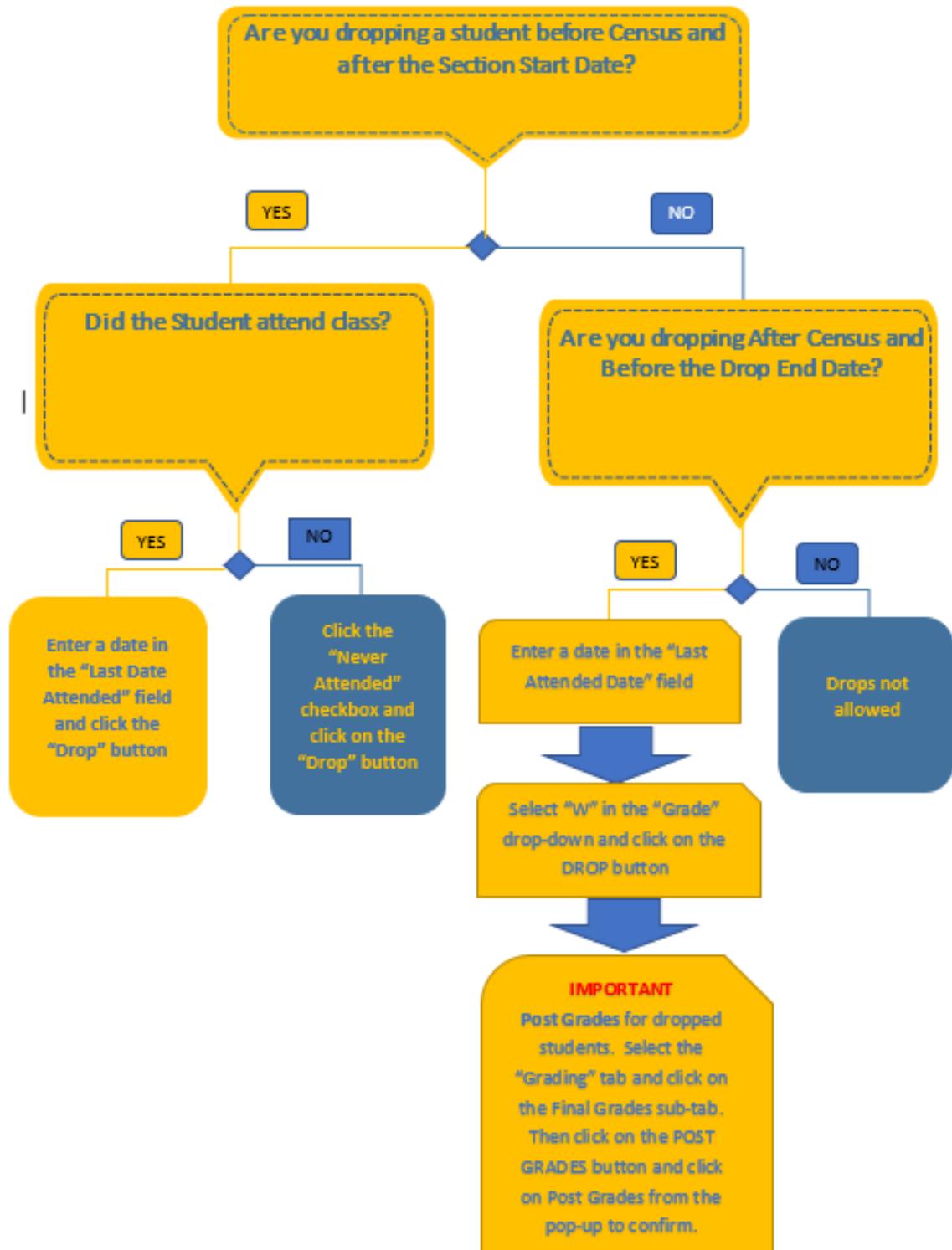
If the student has been successfully dropped you will see a green confirmation message at the top right-hand corner of our Section Details page:



- Roster now shows the student with status of Dropped with the dropped date. Once the student has been dropped you will no longer see the student in your drop roster. However, you will now see the student in your Roster with a status of Dropped with the date that the student was dropped from the class (you may need to refresh your browser to see the dropped status on your roster):



# Self-Service Faculty Drops Flowchart for College Credit Courses



## Continuing Education – Dropping a Student

1. Click the Drop Roster tab to select student(s) to drop:

**a. Dropping No-Shows:**

- Click the **Never Attended** box (for No Shows)
- If **Never Attended** is clicked the Final Grade option will be disabled: b. Dropping Students that stop attending

Never Attended  Last Date of Attendance  Final Grade

**b. Dropping Students that stop attending:**

- Enter the **Last Date of Attendance** and a final grade (follow format displayed).
- Entering this information will enable the Drop button (it will turn blue when enabled). Click Drop.

Student Name	Student ID	Never Attended	Last Date of Attendance	Final Grade	Class Level	Credits	Drop
Student2, Elucian	2244861	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Freshman	3	Drop
Student3, Elucian	2244862	<input type="checkbox"/>	<input type="text" value="M/d/yyyy"/>	Select Grade	Freshman	3	Drop

- If you are **also grading** this student, select a grade from the **Final Grade** Drop-Down

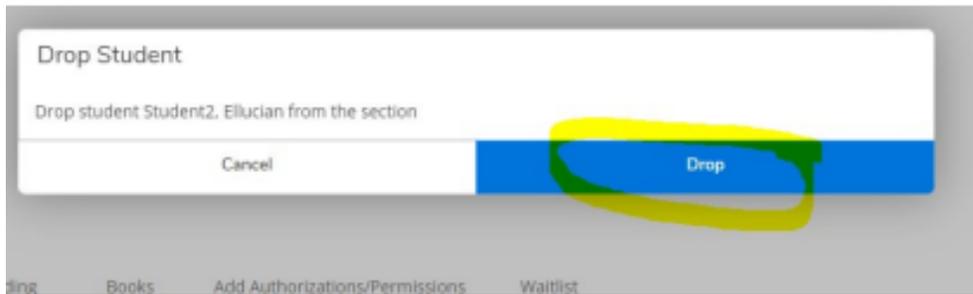
Last Date of Attendance  M/d/yyyy

Final Grade  Select Grade

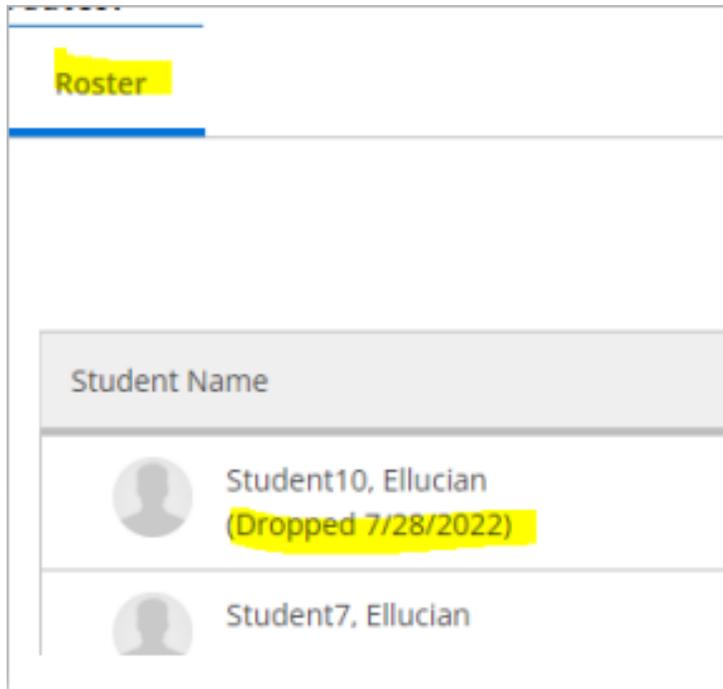
- COM
- P
- A
- B
- C
- D
- F
- NP
- SP

**IMPORTANT NOTES:** You should only enter grades for students that you plan to drop through the Drop Roster. To post grades you enter on the Drop Roster you must still use the Final Grade tab to POST the grade. (NOTE: Refer to Grading instructions on page 8 to learn how to post grades). Dropped students will appear on the Grading roster.

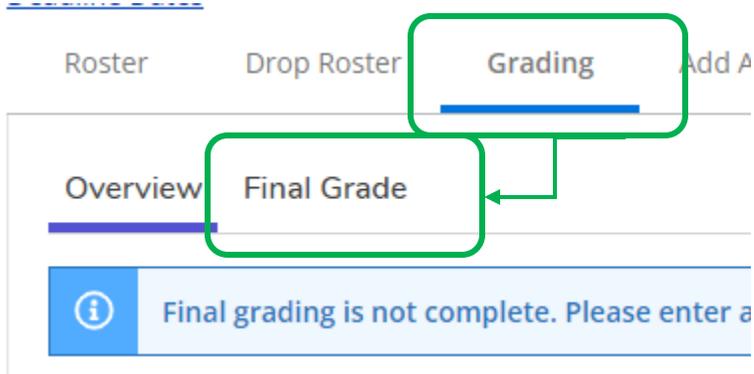
2. Once you have clicked on the Drop button you will see a Drop Student confirmation pop-up. Click Drop to drop the student(s):



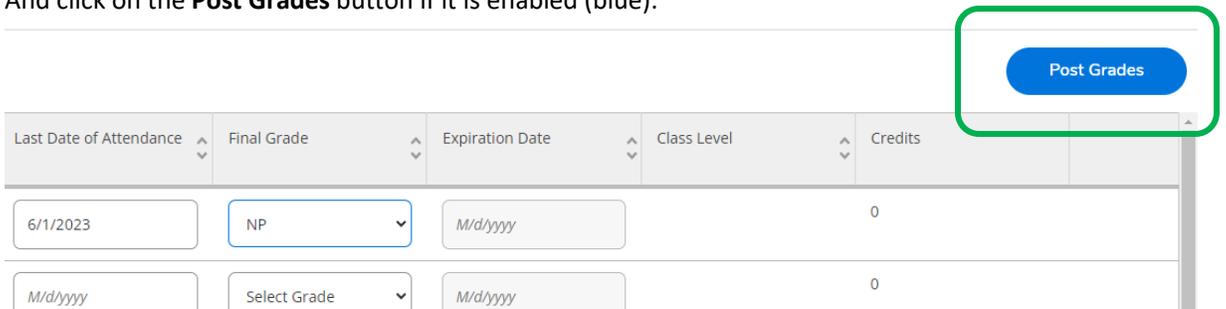
3. Once the student(s) have been dropped you will no longer see the student(s) on your Drop roster. The Drop roster will only display students with an ACTIVE status that can still be dropped. To see the students that have been dropped click the Roster tab (the Drop status and date will display). You must refresh your browser to see the dropped status/date on your roster:



4. **If you have graded any of your dropped students**, navigate to your **Grading** tab, and then select the **Final Grade** subtab:

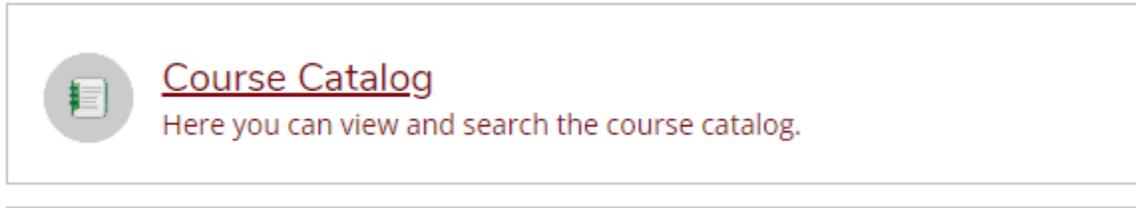


And click on the **Post Grades** button if it is enabled (blue):



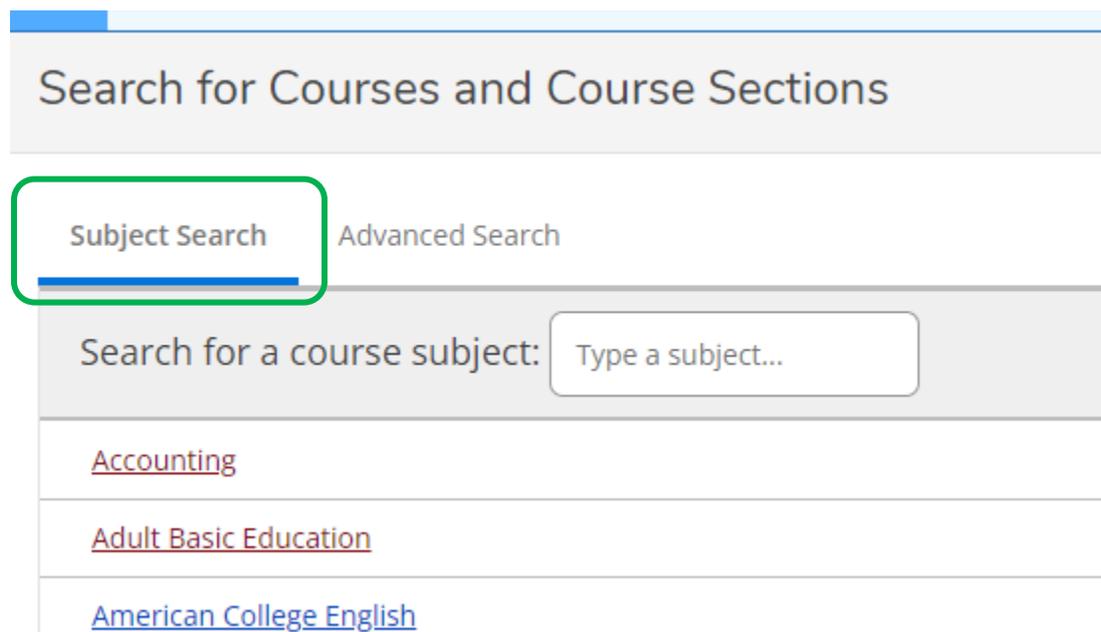
## View the Course Catalog

The district's course catalog can be viewed by clicking on the Course Catalog tile on your Home Page:



There are multiple options that you can select to search the catalog. By default the **Subject Search** opens initially:

### Subject Search



This search option allows you to either type in a course subject in the search box or click on a subject from the list of course subjects:

[Subject Search](#)   [Advanced Search](#)

Search for a course subject:

---

[Accounting](#)

---

[Adult Basic Education](#)

---

[American College English](#)

---

[American Sign Language](#)

---

[Anthropology](#)

---

[Appr Carp Pile Driver](#)

---

[Appr Carp Plastering](#)

---

[Appr Carpentry](#)

---

[Appr Cosmetology](#)

---

[Appr Electrician](#)

Once you have selected a subject you can further filter out your search results by selecting any of the filter result options on the left side of the initial search results page:

### Filter Results Hide

**Availability** ^

Open and Waitlisted Sections  
 Open Sections Only

**Subjects** ^

Accounting (27)

**Locations** ^

Santa Ana College (21)  
 Santiago Canyon College (6)

**Terms** ^

Fall 2022 (17)  
 Fall 2023 (17)  
 Spring 2023 (16)  
 Summer 2023 (7)  
 Spring Intersession 2023 (3)

**Days of Week** ^

Once you have made any additional search filtering selections you can view all of the sections that have been built for a course by clicking on the “View Available Sections <for the course>”:

ACCT-032 Payroll Accounting (2 Credits)  
This course covers accounting for payroll and worker's corr

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**Requisites:**  
None

**Locations:**  
Santa Ana College

[View Available Sections for ACCT-032](#)

Note which College that the course is being offered. Santa Ana College and Santiago Canyon College may have the same course name so it is important to note where the particular course is being offered :

**ACCT-101 Financial Accounting (4 Credits)**

The study of accounting as an information system, examining why it is ir system and the recording and reporting of business transactions with a statements, and statement analysis. It also includes issues relating to as

**Requisites:**  
None

**Locations:**  
Santiago Canyon College

[View Available Sections for ACCT-101](#)

**ACCT-101 Financial Accounting (4 Credits)**

The study of accounting as an information system, examining why it is ir system and the recording and reporting of business transactions with a statements, and statement analysis. It also includes issues relating to as

**Requisites:**  
None

**Locations:**  
Santa Ana College

[View Available Sections for ACCT-101](#)

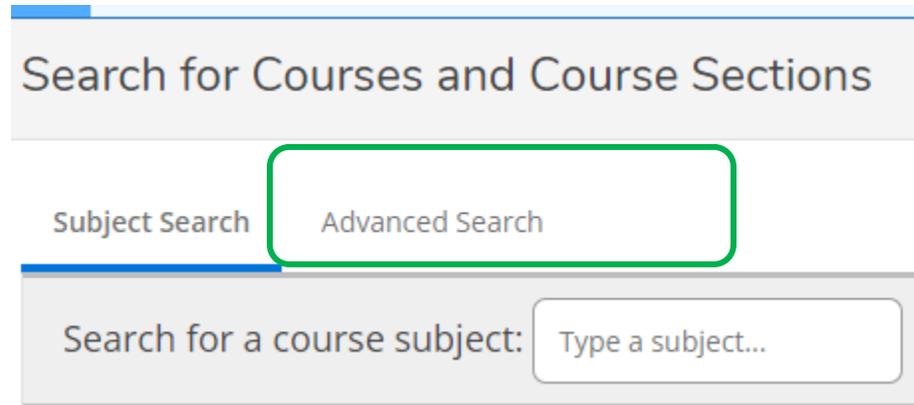
Sections are organized by term offered:

Spring Intercession 2023

Seats	Times	Locations	Instructors
28 / 40 / 0	1/3/2023 - 1/29/2023	Santa Ana College, . ONLINE Online	Bowman, Sean P. (Online)
Spring 2023			
Seats	Times	Locations	Instructors
23 / 40 / 0	2/6/2023 - 4/2/2023	Santa Ana College, . ONLINE Online	Bowman, Sean P. (Online)

### **Advanced Search:**

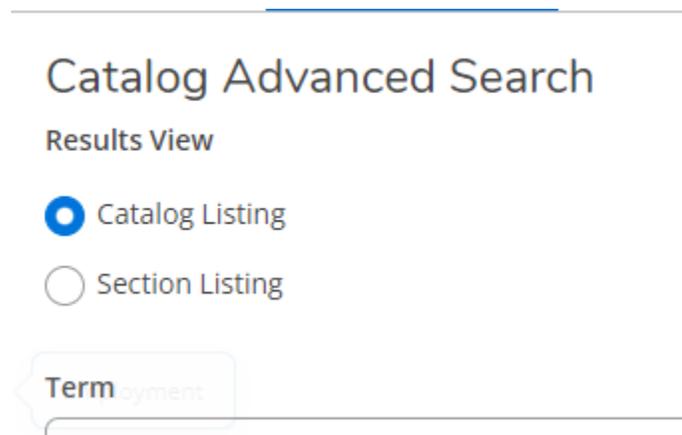
Another option for searching the Course Catalog is the Advanced Search which can be selected instead of the Subject Search by clicking on “Advanced Search”:



The screenshot shows a search interface with a header "Search for Courses and Course Sections". Below the header are two buttons: "Subject Search" and "Advanced Search". The "Advanced Search" button is highlighted with a green rounded rectangle. Below the buttons is a search input field with the placeholder text "Type a subject..".

There are now two additional options under Advanced Search:

1. Catalog Listing: This option opens up your search filters and results in the same manner as the Subject Search.
2. Section Listing: This option opens up your search results in a grid listing similar to an excel sheet.



The screenshot shows the "Catalog Advanced Search" results view. It features a "Results View" section with two radio buttons: "Catalog Listing" (which is selected) and "Section Listing". Below the radio buttons is a "Term" dropdown menu with the word "ayment" visible next to it.

## Example of a Catalog Listing under Advanced Search:

Search for Courses and Course Sections Search for courses...

[Back to Course Catalog](#)

**Filter Results** Hide

**Availability**

Open and Waitlisted Sections

Open Sections Only

**Subjects**

Accounting (12)

**Locations**

Santa Ana College (12)

**Terms**

Spring 2023 (12)

**Days of Week**

Advanced Search Selection: ACCT  
Filters Applied: Santa Ana College Spring 2023

---

**ACCT-010 Accounting Procedures (3 Credits)** Add Course to Plan

This course introduces the students to the accounting cycle including journal entries, general ledger, the adjustment process, and the related financial statements. The course is designed to prepare students for Accounting 101 and/or occupations in bookkeeping.

**Requisites:** None  
**Locations:** Santa Ana College

[View Available Sections for ACCT-010](#)

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**ACCT-032 Payroll Accounting (2 Credits)** Add Course to Plan

This course covers accounting for payroll and worker's compensation. Calculation of payroll, payroll taxes, and the related forms and deposit requirements are covered.

**Requisites:** None  
**Locations:** Santa Ana College

## Example of a Section Listing under Advanced Search:

Search for Courses and Course Sections Search for courses...

[Back to Course Catalog](#)

**Filter Results** Hide

**Availability**

Open and Waitlisted Sections

Open Sections Only

**Subjects**

Accounting (39)

**Locations**

Santa Ana College (39)

**Terms**

Spring 2023 (39)

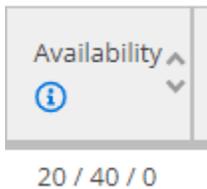
**Days of Week**

Monday (2)

Advanced Search Selection: ACCT  
Filters Applied: Santa Ana College Spring 2023

Add To Schedule	Term	Status	Section Name	Title	Planned Status	Dates	Location	Instructional Methods	Meeting Information
<a href="#">Add</a>	Spring 2023	Open	<a href="#">ACCT-010-22688</a>	Accounting Procedures		2/6/2023-6/4/2023	Santa Ana College	Online	2/6/2023 - 6/4/2023 1DE ONLINE (DINT)
<a href="#">Add</a>	Spring 2023	Open	<a href="#">ACCT-032-22701</a>	Payroll Accounting		2/6/2023-4/2/2023	Santa Ana College	Online	2/6/2023 - 4/2/2023 1DE ONLINE (DINT)
<a href="#">Add</a>	Spring 2023	Waitlisted	<a href="#">ACCT-032-22710</a>	Payroll Accounting		4/10/2023-6/4/2023	Santa Ana College	Online	4/10/2023 - 6/4/2023 1DE ONLINE (DINT)

**Availability** field in any of the search options will display the following:

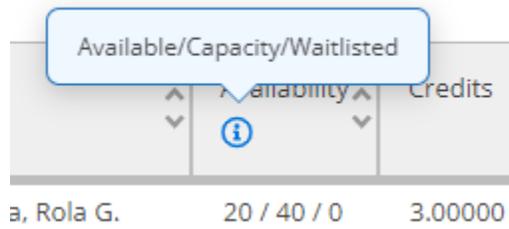


The first number is the number of available seats in this section. If you see a negative number that means that there are that many registered students past capacity that have been enrolled in the class.

The second number is the capacity for this section.

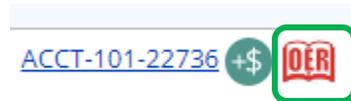
The third number is the number of students who are on the waitlist for this section.

Hovering over the blue, encircled "i" will display the tool tip for the Availability field:



Open Educational Resources (OER) courses and Zero Textbook Cost (ZTC) courses are indicated by their associated icons next to the section name:

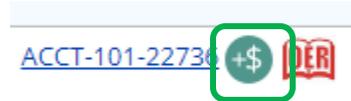
OER section:



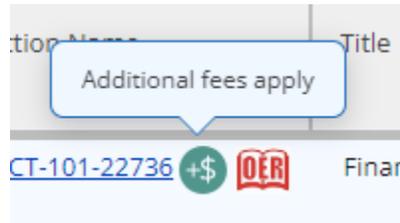
ZTC section:



A dollar symbol in a green circle indicates that there are additional fees associated with this section:



A tool tip is available for the additional fees symbol by hovering over it:



## College Credit – Granting Add Authorizations

### What is an Add Authorization?

When faculty grant a student an add authorization through Self-Service it allows the student to register in that class during the add period (a period typically beginning the first day of class and lasting approximately 10 days afterwards). If the student uses the add authorization to register for the class during the add period then it will allow the student to register past capacity for that class, Many faculty use add authorization to allow waitlisted students to register for their class (again, they must register during the add period using the add authorization).

### What Add Authorization is **not**

1. Add Authorization does not register a student in a class. It merely allows the student to register themselves in a class if it is past the registration period and within the add period.
2. Add Authorization does not allow students to register in a class if they have any unmet pre-requisites or if there are any registration holds or rules that would not normally allow the student to register in that class.

### What is the Add Period?

Students can only register for a class up until it starts or it fills to its section capacity. After the section starts, only an Add Authorization will allow the student to register (barring any holds or prerequisite issues). So the Add Period dates for every section can vary, but it's always the section Start Date until the Add Period End Date (i.e. day before Census). Faculty can view these dates by clicking on their Deadline Dates in their Section Details page:

**Seats Available** ⓘ 35 / 70 / 0

[Deadline Dates](#)

**OAP-200-30518: Cardio & Core**  
Summer 2023 Continuing Ed.

<b>Last Day to Add</b>	6/19/2023
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<b>First Day to Drop</b>	5/30/2023
--------------------------	-----------

**Last Date Drop without a Grade**

The **Last Day to Add** is the last date that a student can use an add authorization that a faculty has granted to register for that class.

When can a student register with an Add Authorization?

The student can only register during the Add Period of the section. They cannot register before that. Easy way to remember is that you “Add during the Add Period.”

To grant an add authorization to a student you have two options:

1. If it is currently during the Add Period and you have students on your Waitlist that you want to grant Add Authorization:
  - a. Click on the **Waitlist** tab in your Section Details:

**AUTO-102-27924: Introduction to Automotive**

Summer 2023  
Santa Ana College

6/12/2023 - 7/14/2023  
., HYBRID Online With Scheduled Mtg(s)

M/W 9:00 AM - 11:50 AM  
6/12/2023 - 7/14/2023  
Off Campus, STHS Online With Scheduled Mtg(s)

T/Th 9:00 AM - 11:50 AM  
6/12/2023 - 7/14/2023  
J - Auto Shop, J-102 1 Laboratory

**Seats Available** ⓘ -17 / 0 / 4

[Deadline Dates](#)

**Waitlisted 4**

Roster   Drop Roster   Grading   Add Authorizations/Permissions   **Waitlist**

- b. Click on the blue (enabled) Add button to the right of the student’s preferred email:



Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level	Preferred Email	Add Authorization
Student, Test	123456	5/31/2023 2:45:27 PM	Active	5/31/2023	Freshman	student@student.sac.edu	<b>Add</b>

Add Authorization

Add

2. If it is currently prior to the Add Period:

The Add button through the Waitlist tab is only enabled if the section is currently within the Add Period.

- a. If you want to grant add authorization to a student who is on your waitlist or who is not on your waitlist prior to the add period, click on the Add Authorizations/Permissions tab:

[Deadline Dates](#)

**Waitlisted 4**

Roster

Drop Roster

Grading

Add Authorizations/Permissions

Waitlist

Results Permissions

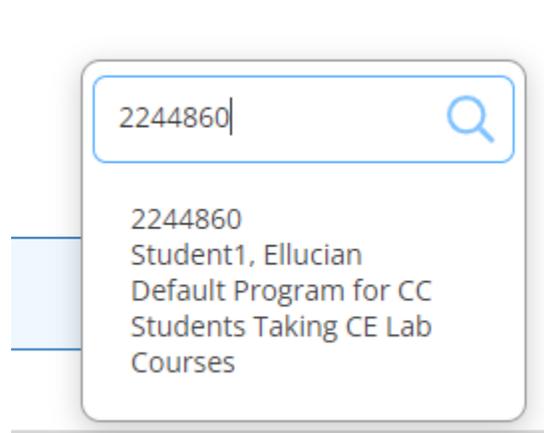
- b. Click on the Add Authorization tile:

 **Add Authorization**  
Review and manage add authorizations

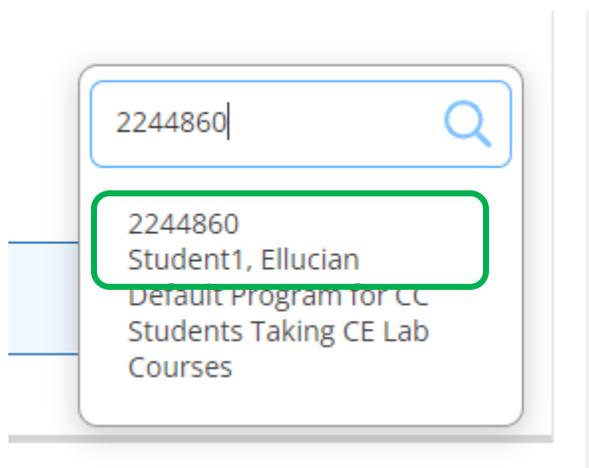
- c. Enter in the student's id in the search box (If the student is on your waitlist you can copy their id from the Waitlist tab and then navigate back to the Add Authorizations tab and paste it in the search box:

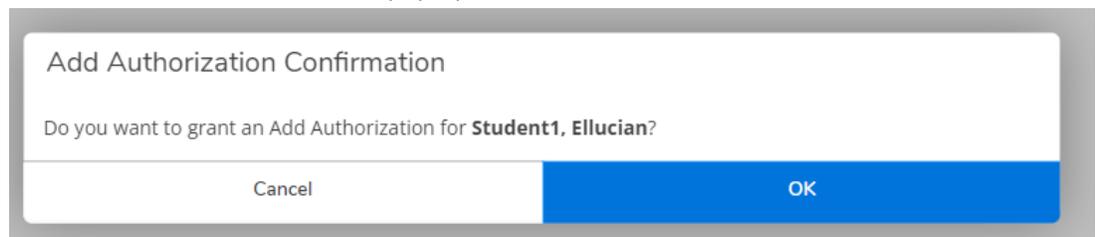
And then click on the magnifying glass to search for that student:



d. Click on the student's name or id from the search:



e. And confirm that you want to grant add authorization to that student by clicking **OK** in the **Add Authorization Confirmation** pop-up:



f. Once you have granted add authorization the student's information will be displayed under the Student Add Authorization:

Seats Available 39 / 40 / 0

Deadline Dates

Waitlisted 0

Roster Drop Roster Grading **Add Authorizations/Permissions** Waitlist

[Back To Faculty Permissions](#)

Student Add Authorization

Student Name	Student ID	Authorization Code	Status Date	Status
Student1, Ellucian	2244860		6/14/2023 5:22:13 PM	<a href="#">Revoke</a>

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NOTE: If you grant an add authorization prior to the Add period the student will still not be able to register using the add authorization until the class is within the Add period.

If you want to revoke an add authorization, click on the “Revoke” link. This will revoke the add authorization and the status will change to “Revoked”

Status
<a href="#">Revoke</a>

After “Revoke” clicked above, status is changed to “Revoked” (past tense):

Status
Revoked

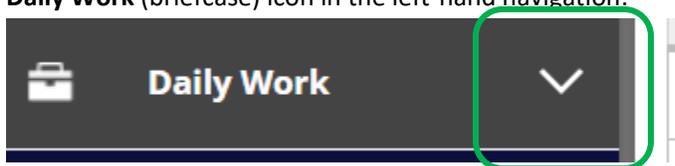
**Note for Add Authorization and Waitlisted Students**

Students can be sorted by when they were placed on the waitlist by clicking on the up/down arrows to the right of the Status Date column in the Waitlist tab:

Student Name	Student ID	Date Added	Waitlist Status	Status Date	Class Level
Student, Test	123456	5/31/2023 2:45:27 PM	Active	5/31/2023	Freshman

## External Faculty Links

Several other helpful external links are available in Self-Service for faculty. To access these links click on the **Daily Work** (briefcase) icon in the left-hand navigation:



And then Click on the **Faculty** menu to expand it:



**Add Authorization Guide:** This is a link to the faculty Add Authorization manual. Currently Add Authorizations are only enabled for College Credit courses.

**Assignment of Incomplete Grade Form (College Credit):** Complete this form if you have posted an Incomplete grade for one of your students and submit it to your Admissions and Records department (either SAC or SCC).

**Attendance Web:** This is the application where you enter in attendance for any positive attendance class you are teaching. You will be re-directed to Attendance Web.

**Canvas Login:** You will be redirected to our Canvas learning management system.

**Check My Email (Office365):** Click on this link to be re-directed to your district-supplied Outlook email.

**Continuing Education Faculty Forms:** This link will re-direct you to many different Continuing Education faculty forms for both SAC Continuing Education and SCC Continuing Education in a convenient landing page.

Forms that can be accessed from this link are Change of Grade form and Add/Drop cards (more faculty forms are available for SCC Continuing Education as well).

**District Safety Report:** This link provides information about our district's crime statistics and annual security report.

**Early Alert (SAC): Starfish:** This link will re-direct you to the Starfish application for SAC Only.

**Faculty Grading Manual:** This is a link to the faculty grading manual.

**My Fraud Roster:** This will redirect you to a list of students who have been flagged as potential fraud.

**ITS Help Desk:** This link will allow you to enter a helpdesk ticket to the ITS department.

**OCDE EIS:** This link will redirect you to the Orange County Department of Education Employee Information System

**Report Student Conduct:** This link will allow you to share important information regarding incidents or concerning behavior happening at the district including completing reports for: Academic Integrity, ADA/Accessibility Concerns, Civil Rights, Care (Crisis, Assessment, Response & Evaluation), Student Discipline, EEO Monitor Concern, Employee Assistance, Employee Reporting, and Title IX (9).

**Request for Grade Change Form (College Credit):** If you've posted a College Credit grade for a student and need to change it click on this link to complete the grade change form and submit it to your Admissions and Records Department.