

# FACULTY INSTRUCTIONS - COURSE AUTHORIZATIONS

The portal can be accessed on campus using the link available on the wc@home page located under "Strictly Business" or off campus via the Wilmington College website ([www.wilmington.edu](http://www.wilmington.edu)) using the "WC Portal" link which is located on the bottom of the page under Resources or by using the following URL: <https://wcportal.wilmington.edu>.

Enter your NETWORK login and password (this is the login and password used when your computer boots up). If you run into any problems or have any questions, please contact [records@wilmington.edu](mailto:records@wilmington.edu) or call Debbie Arneson in the Academic Records office at ext. 464.

For security reasons, please be sure to LOGOUT of the site before leaving your computer.

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Click on FACULTY tab (located across the top of the green screen).

The Course Authorization portlet is located on BOTH the [Faculty Information page](#) and the [Advising Information page](#).

The screenshot displays the Faculty Course Authorization interface. At the top, the navigation bar includes 'HOME', 'FINANCIAL AID', 'FACULTY', 'WC CINCINNATI', 'HELP', and 'MY PAGES'. The 'FACULTY' tab is highlighted. Below the navigation bar, the breadcrumb trail reads 'You are here: Faculty > Faculty Information'. The main content area is titled 'Faculty Course Authorization' and includes a 'Set Options' button. A text box explains that students may be authorized to register for a course even if it is full or if the student does not meet a prerequisite or has a schedule conflict. Below this, there are dropdown menus for 'Term' (set to 'FA 2017') and 'Program' (set to 'All'). A table displays the following data:

Faculty: Martha Hendricks		
Course	Catalog	Total Authorizations
ED230-M1	UG17	5
ED285-M5	UG17	1
ED385-M5	UG17	1
ED399-M1	UG17	0
ED485-M5	UG17	1
GL325-M1	UG17	3

At the bottom of the table, there is a 'Course List' link. The left sidebar contains sections for 'Faculty Information', 'Course Authorization', 'Advising Information', 'Announcements, Forms & Resources', 'Search...', and 'Quick Links'.

NOTE: Course Authorizations are displayed for the current term. For Course Authorizations for another term, simply select the term for the course to be authorized from the drop down box. A new page opens for the term selected, click "Course List".

Wilmington College  
HOME FINANCIAL AID FACULTY WC CINCINNATI HELP MY PAGES

Welcome back Martha Hendricks ( Personal Info | Logout )

You are here: Faculty > Faculty Information

**Faculty**

**Faculty Information**

- Faculty Course Control
- Course Schedules
- Student Referral
- Grade Entry
- DFNI Grade Form

**Course Authorization**

**Advising Information**

**Announcements, Forms & Resources**

Search...

Show search options

**Quick Links**

**My Pages**

- Wilmington Web Site
- WC OWA Email
- Bookstore
- WC Blackboard
- WILpay

**Faculty**

**Course Authorization - Course List**

Set Options

Course Authorization > Course List

Students may be authorized to register for a course even if the course is full or if the student does not meet a requisite or has a schedule conflict. Click on a course to view authorizations or to add authorizations for that course.

Term: SP 2018

**Show**

Courses I am teaching  All courses I can authorize

Program: All

Department: All Departments

Search

**Courses Available for Authorizations**

Course	Program	Catalog	All Requirements	Capacity	Schedule Conflict
ED230-M1	UNDG	UG17	0	0	0
ED285-M5	UNDG	UG17	0	0	0
ED385-M5	UNDG	UG17	0	0	0
ED485-M5	UNDG	UG17	0	0	0
GL325-M1	UNDG	UG17	0	0	0

Here you can view a list of all the courses you are teaching (default); however, if you are an area coordinator and are able to authorize courses taught by others, you would change the radial button from "Courses I am teaching" to "All courses I can authorize".

Click on the course needing the authorization.

Wilmington College  
HOME FINANCIAL AID FACULTY WC CINCINNATI HELP MY PAGES

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Show search options

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- WC Blackboard
- WILpay

**Faculty**

**Course Authorization - Details**

Set Options

Course Authorization > Course List > Details

**Human Devlpmnt & Learning Theory**

Spring - 2018 ED230-M1 Undergrad Program Undergraduate 2017-2018 4 Credits

Capacity:25 Enrollment:0 Waitlisted:0

**Course Authorization Totals:**

**Show**

All Conditions [Add New Authorizations](#)

**Authorizations Granted**

No Course Authorization data was found.

Click "Add New Authorizations".

Wilmington College  
HOME ADMISSIONS FINANCIAL AID FACULTY WC COMMUNITY EMPLOYEE INFO HELP MY PAGES

Welcome back Martha Hendricks ( Personal Info | Logout )

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**Faculty**

**Faculty Information**

- Faculty Course Control
- Course Schedules
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**Course Authorization**

**Advising Information**

**Announcements, Forms & Resources**

Search...

Show search options

**Quick Links**

**My Pages**

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- WC Blackboard
- WILPay

**Faculty**

**Course Authorization - Add New Authorizations**

Set Options

Course Authorization > Course List > Details > Add New Authorizations

**Human Development & Learning Theory**

Spring - 2018 ED230-M1 Undergrad Program Undergraduate 2017-2018 4 Credits

Capacity:25 Enrollment:0 Waitlisted:0

**Add Authorization**

To add an authorization for this course, you must first search for a student by entering their name and/or ID in the fields below.

Last Name: [ ] First Name: [ ] ID: [ ] Search Advanced Search

When a student has been retrieved, the window displays the authorization conditions for which you have permission to grant authorization. For authorizations to be saved, the Add box must be checked and a Reason selected from the drop down when you click the Add Authorization(s) button.

Student: [ ] ID: [ ]

Add	Authorization Condition	Reason
<input type="checkbox"/>	Requirement	Instructor Approved
<input type="checkbox"/>	Capacity	Instructor Approved
<input type="checkbox"/>	Schedule Conflict	Instructor Approved

Add Authorization(s)

Enter in student name or ID number. Click Search.  
Check the authorization(s) to be added and click "Add Authorization(s)".

Wilmington College  
HOME ADMISSIONS FINANCIAL AID FACULTY WC COMMUNITY EMPLOYEE INFO HELP MY PAGES

Welcome back Martha Hendricks ( Personal Info | Logout )

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**Faculty**

**Faculty Information**

- Faculty Course Control
- Course Schedules
- Grade Entry
- DFNI Grade Form

**Course Authorization**

**Advising Information**

**Announcements, Forms & Resources**

Search...

Show search options

**Quick Links**

**My Pages**

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**Faculty**

**Course Authorization - Details**

Set Options

Course Authorization > Course List > Details

The 'Requirements' Course Authorization was added for course ED230

**Human Development & Learning Theory**

Spring - 2018 ED230-M1 Undergrad Program Undergraduate 2017-2018 4 Credits

Capacity:25 Enrollment:0 Waitlisted:0

**Course Authorization Totals: Requirements: 1**

Show

All Conditions  Requirements Add New Authorizations

Remove	Student	ID	Condition	Reason	Date Added	Added By
<input type="checkbox"/>	[ ]	[ ]	Requirement	Instructor Approved	11/16/2017	Hendricks, Martha

Remove Authorizations

Please note that Authorizations can also be removed by checking the appropriate authorization and clicking "Remove Authorizations".

ADDITIONAL INFORMATION:

The screenshot shows the 'Faculty Course Authorization - Course List' page. At the top, it says 'Welcome back Martha Hendricks ( Personal Info | Logout)'. The navigation bar includes 'HOME', 'FINANCIAL AID', 'FACULTY', 'WC CINCINNATI', 'HELP', and 'MY PAGES'. The breadcrumb trail is 'You are here: Faculty > Faculty Information'.

On the left sidebar, there are sections for 'Faculty Information', 'Advising Information', 'Quick Links', and 'Proxy Login Tools'. The main content area is titled 'Faculty Course Authorization - Course List' and includes a 'Set Options' tab. Below this, there is a search box and a 'Show search options' link. A 'Term' dropdown is set to 'FA 2017'. There are two radio buttons: 'Courses I am teaching' (selected) and 'All courses I can authorize'. Below these are dropdowns for 'Program' (set to 'All') and 'Department' (set to 'All Departments'), along with a 'Search' button.

A table titled 'Courses Available for Authorizations' is displayed with the following data:

Course	Program	Catalog	All Requirements	Capacity	Schedule Conflict
<a href="#">ED230-M1</a>	UNDG	UG17	0	5	0
<a href="#">ED285-M5</a>	UNDG	UG17	1	0	0
<a href="#">ED385-M5</a>	UNDG	UG17	0	0	1
<a href="#">ED399-M1</a>	UNDG	UG17	0	0	0
<a href="#">ED485-M5</a>	UNDG	UG17	0	0	1
<a href="#">GL325-M1</a>	UNDG	UG17	3	0	0

The Course List screen will indicate which of your courses have been given authorization and for what reason they were given. Additionally, if you click on the course...

The screenshot shows the 'Faculty Course Authorization - Details' page for the course 'Human Development & Learning Theory'. At the top, it says 'Welcome back Martha Hendricks ( Personal Info | Logout)'. The navigation bar includes 'HOME', 'ADMISSIONS', 'FINANCIAL AID', 'FACULTY', 'WC COMMUNITY', 'EMPLOYEE INFO', 'HELP', and 'MY PAGES'. The breadcrumb trail is 'You are here: Faculty > Faculty Information'.

On the left sidebar, there are sections for 'Faculty Information', 'Course Authorization', 'Advising Information', 'Quick Links', and 'My Pages'. The main content area is titled 'Faculty Course Authorization - Details' and includes a 'Set Options' tab. Below this, there is a search box and a 'Show search options' link. The course title 'Human Development & Learning Theory' is displayed in a blue header. Below this, the course details are shown: 'Fall - 2017 ED230-M1 Undergrad Program Undergraduate 2017-2018 4 Credits'. The capacity and enrollment information is 'Capacity:30 Enrollment:30 Waitlisted:0'. A summary bar shows 'Course Authorization Totals: Capacity: 1'.

There are two radio buttons: 'All Conditions' (selected) and 'Capacity'. Below this is a table titled 'Authorizations Granted' with the following data:

Remove	Student	ID	Condition	Reason	Date Added	Added By
<input type="checkbox"/>			Capacity	Instructor Approved	06/19/2017	Guindon, Debbie

Below the table is a 'Remove Authorizations' button.

...it will show you which students have been given authorization, the date, and the person adding the authorization. Again, authorizations can be removed from this screen as well.