Add Authorization Codes

Project Description

Once classes have begun in any term, colleges have traditionally required the student to present an add slip with the signature of the instructor in order to register in a section. That signature indicates that there is room for the student in the class, which may have been filled to capacity during pre-term registration but may have vacant seats due to no-shows.

Instructor signatures can be read by A&R staff during in-person registration, but the goal of this project was to allow students to add classes via the Web using Banner Web for Students after classes have begun provided that they have obtained authorization from the instructor to enroll. Since it is impossible for the student to "enter" a signature on the Web, another form of authorization is needed.

The solution provided by this project involves sets of unique add authorization codes that are given to instructors for each class for issuance to students whom they authorize to register. A new Banner form was developed for use by the registrars to generate sets of add authorization codes, which can be printed on sheets of labels that instructors can use to issue individual authorization codes to students. Banner Web for Students was changed to require entry of a valid add authorization code when attempting to register in a class after control has been given to the instructor. The Summary Class Roster that faculty use to view their rosters using Banner Web for Employees was enhanced to list add authorization codes that have been created for the class and indicate students who have registered using an authorization code that the instructor had issued to them.

The add authorization code process went into effect at the beginning of the Spring 2003 semester at Moorpark College, Oxnard College and Ventura College.

Generating the Add Authorization Codes (SYSGAUT)

A new Banner form was locally developed to permit the college registrars to generate and print sets of add authorization codes for any section or group of sections. In practice, codes are generated for virtually all sections so that control of adds can be turned over to the faculty once classes have begun.

Five parameters are required on GJAPCTL for the process SYSGAUT (Gen Add Authorization Codes):

1. Term Code

2. College Code (% wildcard may be used)

3. Part-of-Term Code (% wildcard may be used)

4. CRN (% wildcard may be used)

5. Number of Codes (see next paragraph)

Parameter 5, the number of codes, is cumulative. For example, if a set of 20 codes had previously been generated for a certain section, running the process with Parameter 5 set at 40 would generate (and print labels for) 20 additional codes, bringing the total number of codes for that section to 40.

If Parameter 5 is set to 0 (zero), no additional codes are generated, but label sheets are reprinted for all codes previously generated for that section.

The printed output from SYSGAUT consists of sheets of labels (Attachment 1), up to 20 per page, for each section, with spaces in which the instructor can write the name and Student ID of the individual to whom each code is issued. Detailed instructions for use of the labels are printed on the reverse side of the label sheets (Attachment 2). The instructor can peel off the label with the student's code on it and affix it to the student's add slip. The label sheets were designed using Evisions' FormFusion$^{®}$ for printing on Avery$^{®}$ 8167™ label stock. Label sheets are typically distributed to faculty on or just before the first day of classes.

Add Authorization Code Functionality on the Web

Changes were required in both Web for Students and Web for Employees to incorporate the add authorization code process.

After classes have begun, when a student attempts to add a class for which add authorization codes have been generated, the student sees:

Add/Drop Classes: Spring 2003

⚠️ **Registration Errors**

CRN	Subj	Crse	Sec	Level	Cred	Grade Mode	Title	Status
32770	ES	M04	015	Undergraduate	.50	Credit/No Credit Grading	Skills Dev Lab-Math	CLOSED SECTION

You may register for the class(es) listed here if you have an **Authorization Code** issued from the instructor. Input the Code and press the "ADMIT ME" button.

[ADMIT ME]

CRN	Auth#	Subj	Crse	Title
32770	2389	ES	M04	Skills Dev Lab-Math

Once the valid code has been entered and the ADMIT ME button has been pressed, the student is registered in the usual manner.

From the instructor's point of view using the Web, before the above student registered using Auth Code 2389, the Summary Class Roster would have looked like this:

Summary Class Roster : Spring 2003

CRN	Subject	Course	Section	Title	Start	End	Status
32770	ES	M04	015	Skills Dev Lab-Math	Jan 06, 2003	May 14, 2003	Active

	Maximum	Actual	Remaining
Enrollment:	7	7	0
Add Authorizations:	10	0	10

Rec.#	ID	Student Name	Auth#	Major	CrHr	Reg	PreReq Comp
1		Amrany, Rebecca O.		Computer Sciences	0.50	RW	N/A
2		Anosheh, Nazanin		PreDental	0.50	RW	N/A
3		Carter, Craig A.		History	0.50	RW	N/A
4		Dale, Denver T.		Undecided/Undeclared	0.50	RW	N/A
5		Fagundes, Erica A.		Art	0.50	RW	N/A
6		Jacobe, Andrew P.		Undecided/Undeclared	0.50	RW	N/A
7		Munger, Robert L.		Undecided/Undeclared	0.50	RW	N/A

Available Add Authorization Codes		
Auth#	**Student Name**	**Date**
2389		
3791		
3982		

After the student had registered using Authorization Code 2389, the Summer Class Roster would have looked like this:

Summary Class Roster : Spring 2003

CRN	Subject	Course	Section	Title	Start	End	Status
32770	ES	M04	015	Skills Dev Lab-Math	Jan 06, 2003	May 14, 2003	Active

	Maximum	Actual	Remaining
Enrollment:	7	8	-1
Add Authorizations:	10	1	9

Rec.#	ID	Student Name	Auth#	Major	CrHr	Reg	PreReq Comp
1		Amrany, Rebecca O.		Computer Sciences	0.50	RW	N/A
2		Anosheh, Nazanin		PreDental	0.50	RW	N/A
3		Carter, Craig A.		History	0.50	RW	N/A
4		Dale, Denver T.		Undecided/Undeclared	0.50	RW	N/A
5		Fagundes, Erica A.		Art	0.50	RW	N/A
6		Frutos, Ryan F.	2389	Undecided/Undeclared	0.50	RW	N/A
7		Jacobe, Andrew P.		Undecided/Undeclared	0.50	RW	N/A
8		Munger, Robert L.		Undecided/Undeclared	0.50	RW	N/A

Available Add Authorization Codes		
Auth#	**Student Name**	**Date**
3791		
3982		
4490		

Further Information

These notes were intended to give readers a general understanding of the purpose and scope of this project. More detailed information is available upon request.