



COURSE AUTHORIZATION REQUEST PERMISSION TO ADD A CLOSED CLASS

Approval to enter a closed class is granted at the discretion of the instructor.

Student Submit request to instructor in writing via Course Authorization Request Form or email to instructor from your La Roche email account.

Instructor Notify the student if approved or denied.
If approved, grant "Course Authorization" via My.LaRoche.

Student If granted, add course via My.LaRoche.

Note: If course authorization has been granted, you will be able to add the class online during the Add/Drop period. Check My.LaRoche.

Semester: FA_____ SP_____ SU_____ 20_____

Student ID#: _____ Student Email: _____

Student's Name: _____
Last First

Permission requested to register for the following closed class:

Course #: _____ Section: _____

Title of Class: _____

Student's Signature

Date

Student: Submit this form to the instructor.

Instructor: This form is for instructor use only. Do not submit to the Registrar's Office.

COURSE AUTHORIZATION INSTRUCTIONS FOR FACULTY

Course authorization may only be granted by the instructor of the course.

Instructions:

- 1) Once logged on to My.LaRoche, you will find Course Authorization on the Faculty Info Page under the Academics tab.
- 2) Click on the Course List link at the bottom of the Course Authorizations area.
- 3) On the screen that appears, you will choose the semester. (After you select a semester, your course list for that semester will appear.)
- 5) Select the course to add a course authorization. (The course information will appear, along with any previous authorizations that you have granted.)
- 6) Click the "Add New Authorizations" link. You can search for the student by last name, first name or ID number.
- 7) Grant that student permission to register for your closed class by clicking the "Add Authorization" button.

Note: The student will not receive any automatic notice that course authorization has been granted - please let the student know if you approve their request.

As long as the add/drop period is open the student is able to add the course to their schedule via My.LaRoche, without contacting the Registrar's Office.