Admissions and Records

Authorization Codes Information (For Faculty)

1. Log into Webadvisor
2. Under Faculty Information, select Authorization Codes Roster

Faculty Information

My Advisees
My Class Schedule
Student educational planning
Student profile
My To Do List
Class Roster
Grading
Maintain Books
Search for Sections
Authorization Codes Roster
Census Roster (Self-Service)

3. Select the term and submit

Authorization Code Roster

Select a Term Fall 2021 Term
or Enter a Date Range

SUBMIT

4. Select the section you want authorization codes for

Authorization Code Roster

Choose One	Course Name and Title	Term	Bldg	Room	Meeting Times	Days of Week
●	GUID 103 82570 Career Exp & Life Planning	2021FA	ON	LINE		
○	GUID 103 82571 Career Exp & Life Planning	2021FA	ON	LINE		
○	GUID 103 82572 Career Exp & Life Planning	2021FA	ON	LINE		
○	GUID 103 84236 Career Exp & Life Planning	2021FA	ON	LINE		

SUBMIT

5. You will see the authorization codes you can give to studedents

Class Name	GUID-103-82570
Title	Career Exp & Life Planning
Location	ONLIN
Term	Fall 2021 Term
Instructor	Jennifer S. Law

Deadline to Add	11/02/2021
Census Date	11/03/2021
Last day to drop as a No Show without receiving a 'W' grade	11/02/2021
Last day to drop for excessive absence & receive 'W' grade	12/05/2021

Auth Code	Student ID	Student Name	Activity Date	Class Name	Auth Code	Status
9309				GUID-103-82570	9309	☑
1449				GUID-103-82570	1449	☑
5500				GUID-103-82570	5500	☑
5122				GUID-103-82570	5122	☑
6351				GUID-103-82570	6351	☑
3567				GUID-103-82570	3567	☑