

FAQ - Adding students to Canvas courses

Students need to be in the official class roster in ctcLink in order to be added to the Canvas shell for that course. Once a student is on the official roster, they'll be added to the Canvas shell within a few hours by an automated system. There are two exceptions:

- Students can still be added to ELCAP courses by instructors.
- Lab science classes have special handling for wait lists at the start of the quarter

Why can't I add students to my Canvas course?

We need to make sure students are officially added to a class. Adding students to the Canvas course does not officially register them for the class, and many students don't realize this until it's too late and they haven't received credit for the class. This causes a host of problems:

- A grade cannot be submitted for a student not on the official class roster,
- The course does not appear on their transcript and cannot be used to earn a degree or be transferred to another institution,
- The college cannot claim FTE for these students... and our funding depends on our FTE counts,
- FERPA, Financial Aid, and other regulations are based on official enrollments in classes,
- Funding sources like Financial Aid and Running Start cannot pay for the class, and
- Students caught in this situation must appeal their enrollment status and may have to pay back tuition to get credit for the course.

How do I let students into my Canvas site quickly?

Canvas updates about three hours after the student enrolls via web registration. After day 3 of the quarter, use the Permission Codes described below.

What about wait-listed students?

Waitlisted students do not automatically get enrolled in the course after the first day of the quarter. If you're accepting a student in the first three days of class, they should use web registration, and will be added to the Canvas shell in a few hours. If it's after the third day, then the late enrollment permission codes should be used.

- Exception: Lab science classes have special handling for wait lists. See below.

What about lab science classes, where lab space is constrained?

On the Thursday before the quarter starts, all students on the wait list for a section will be added to the course in a "Waitlist" role. This role allows them to see class materials, but they won't be able to participate in online discussions or communicate with other students.

The process works as follows:

1. Starting the Thursday before the quarter begins, students on any existing waitlist will be added to the Canvas course for the section and will receive an email from Enrollment Services (with a copy sent to the instructor.) This message explains the situation and instructs students that they must attend all lectures and labs and complete any first week activities.
2. On the first day of the quarter, classes will be changed so that instructor consent is required. This will prevent other students from taking available seats over a student on the waitlist. No provisional students will be added after this change.
3. Instructors and Enrollment Services will receive an email if a spot opens because a student has dropped. That email will include the name of the next student on the wait list.
 - If that student has been participating, the faculty member can either provide a permission number to the student, or email registration@highline.edu and the student asking for them to be enrolled.
 - For this purpose, you should choose "Instructor permissions, closed class, and registration deadlines" in the permission number tool.
4. Once a student is officially enrolled, the process will send them an email confirming they are officially enrolled, and their Canvas role will be changed to a normal student.
5. On Monday morning on the second week of the term, any provisionally enrolled students who were not added will be informed that there was not a space and that they have been removed from the class.

If an enrolled student has not participated at the end of the first week, the faculty member should follow the normal process to notify Enrollment Services to do an administrative withdrawal and create a space for an additional student.

Can I use another role like Observer or Designer?

No. Those roles come with additional permissions to modify the course materials or access information protected by FERPA. Adding students in roles other than student violates the law.

What about employee waiver enrollments?

Normally, these students aren't allowed to enroll in a class until week 2. However, they need access to the Canvas site (and other course materials) by day one so they can participate in the class until registration is processed.

For Highline employees: [contact Human Resources](#) as early as possible to complete enrollment paperwork. Human Resources will process the waiver and the student should then send that to Registration. The student will be provisionally added to the Canvas course within a day.

Employees of other agencies should obtain proof of employment from their human resources office. (This is usually a brief letter). They should then contact registration@highline.edu and their instructors to get provisional access to the course.

I have embedded tutors in my classes. How do I add them?

There is a role called "Embedded Tutor" in Canvas. Instructors have the ability to add that role to the course.

I want to add another instructor to my course. How do I do that?

It depends on what you want to do with that colleague. [See our guide to other roles for the best option.](#)

What about after web registration closes?

Starting the fourth day of the quarter, you can select one of two 'later enrollment' permission codes that allow a student to enroll in the class. After enrolling with this code, students will automatically be added to the Canvas course in approximately three hours.

Instructors will see multiple options when using the [permission numbers site](#). See the table below to determine which to use for your students.

What registration requirements do you wish to override

Registration deadlines ▼

Select the requirement to override

Prerequisites and instructor permission

Prerequisites, instructor permission, and registration deadlines

Registration deadlines

Permission Type	What does the code allow?
Prerequisite and instructor permission	This code is only available until the third day of the term. It will override course prerequisites or instructor consent requirements.
Prerequisite, instructor permission and registration deadlines	This code will be available during the first week of the term, and can be used after the third day. It will override course prerequisites or instructor consent requirements. It will allow students to enroll up to the tenth day. Use this code when a course has prerequisites or instructor permission requirements, and the student is enrolling after the third day..
Registration Deadlines	This type of code will become available during the first week of the term and can start being used after the third day. This code will allow students to enroll up to the tenth day. It will not override course requirements or instructor consent. Use this code when the student does not need a prerequisite or instructor permission override, but is enrolling after the third day.

Please note that the permission codes provided do not override any registration holds pertaining to outstanding tuition or fees owed to the college, holds based on academic standards, or the need for approval regarding credit overload.