Online Add Process

AddCodes
Each instructor will receive their computer generated `AddCodes` that are specific to a section. The instructor will peel the `AddCode`, place it on the half page student instruction sheet, and give the `AddCode` and instruction sheet to the student. The instructor will then notate on their roster who received that `AddCode`.

Expiration Date
The student must add the section online by the deadline to add. Please consult the Short Term Calendar for the deadline to add.

Registration Restrictions
A student will not be able to add a class if the student does not have an appointment time, has a fee hold, has an admissions hold, has another type of hold, is on academic dismissal, progress dismissal (progress probation), disciplinary expulsion or suspension, if the class places the student in an overload and the student has not been approved for an overload, if the class time overlaps another class the student is enrolled in, if the add constitutes an illegal repeat, if the student failed to clear the prerequisite(s) for the course, or if the student did not submit an application for admission. Students that fail to complete any of these requirements by the add deadline will **not** be allowed to add the course.

Late Add Process
The late add process is only for documented instances of college error or faculty error. College errors include an error by a member of the admissions staff, counseling staff, or other relevant college divisions. The student must provide verifiable proof of the college error. Faculty error includes the instructor failing to provide the student an `AddCode` or providing the student with an `AddCode` for the wrong section. Not knowing the registration process does not constitute college error. All late add petitions must be approved by the academic Dean. Submitting a late add petition does not guarantee approval. Instructors and students are notified of approved and denied late add petitions via email. Instructors should not allow students whose petition was denied to continue to attend the class.

Assistance
If a student has difficulty adding online or has questions regarding the online add process, Admissions personnel will be available to assist them in the Student Activities Center, East Lounge during the following hours.

ONLINE ADD PERIOD ASSISTANCE SCHEDULE	
Monday, August 25 - Thursday, August 28	9:00 AM to 6:00 PM
Friday, August 29	9:00 AM to 3:00 PM
Monday, September 1	**HOLIDAY office closed**
Tuesday, September 2 - Thursday, September 4	9:00 AM to 6:00 PM
Friday, September 5	9:00 AM to 6:00 PM

The school will be closed Monday, September 1, Labor Day Holiday

Please remind students that the `AddCode` authorizations must be processed by the add deadline.

Note: If a student in your course did not add by the add deadline, please do not allow the student to remain in your class. The student has forfeited the right to enroll in the course.

NO LATE ADDS