

ADD PROCEDURE

- **INSTRUCTOR** obtains the blank ADD forms from the division/department.
- **INSTRUCTOR** gives the add form to the student to complete.
- **STUDENT** completes the top section of the add form with name, student I.D., etc. Press **VERY HARD** and make sure the info shows on the last sheet.
- **STUDENT** obtains instructors signature.
- **INSTRUCTOR** completes the add form with date and section number.
- **INSTRUCTOR** keeps the last page (goldenrod) of the add form. Tear off last page – Can you read it? Did you press hard enough to go through all the copies? If not re-write the information.
- **STUDENT** takes the white, yellow, and pink copies of the **COMPLETED** ADD form to the Activities Center for processing. **DEADLINE SHOWN ON ECC Calendar in schedule of classes.**
- If the student meets prerequisite requirements and does not have a hold against his/her record (owes fees, dismissal), the class does not conflict in **TIME** with another class, taking the class would not violate any of the ineligible repeat rules, and there is no other event that may block a student from enrolling, then the student will be added to the class by an Admissions representative.
- The pink copy of the add form will be returned to the student once the class is added.
- **STUDENT** must take the pink form to the cashiers to pay for the class or the student may go online to myECC, put in your I.D. (setup a password), print off your fees/billing statement, write a check, and drop it in the Box in the Cashiers Office (Administration Building). (No waiting in long lines!)
- **ADMISSIONS AND RECORDS** will return the yellow copy of the add form to the instructor. It will be indicated on the form if the student has been added. If not added, then the reason will be indicated: fees, time conflict etc.
- The white copy of the add form will be retained by Admissions.