Registering with Add Code Permission 2020 Spring



Student Guide to registering with an Add Code Permission through
Student Planning

Beginning Spring 2020

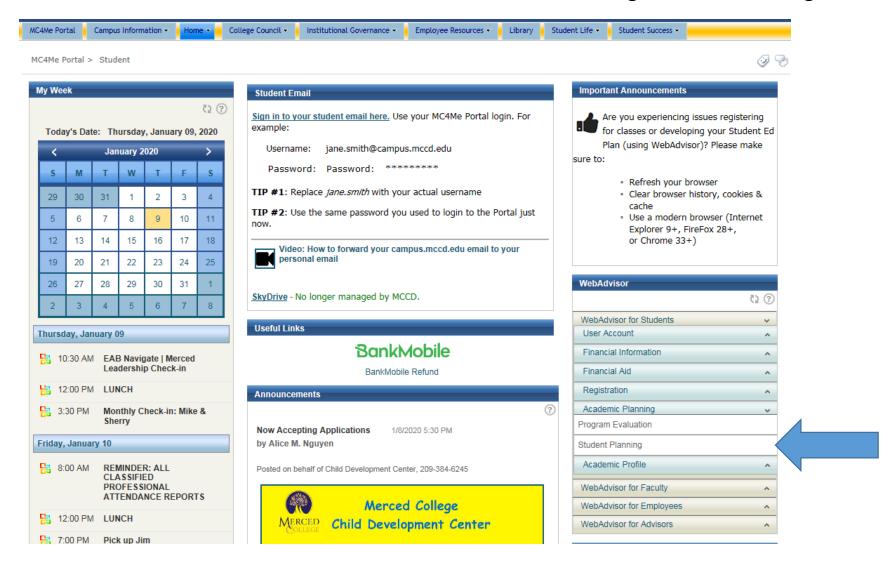
Faculty will assign electronic Add Code Permissions to allow students to add into their course sections.

You must have the course you wish to add into planned in your Student planning module prior to requesting an Add code authorization.

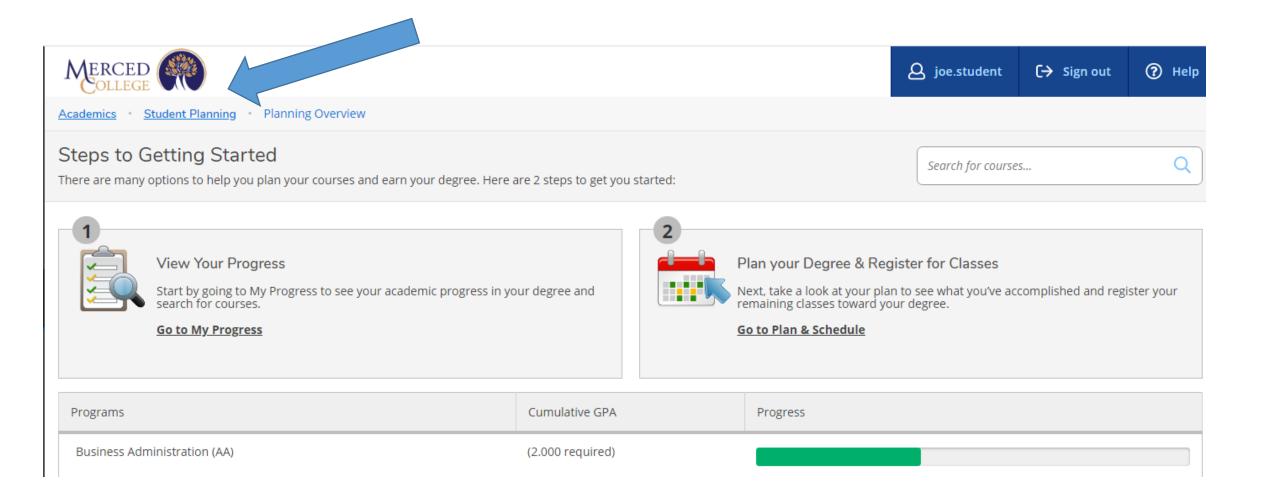
Students will see that permission to add in their Student Planning "Plan and Schedule" screen and register online in the approved section from there.

- © No more Yellow Schedule Request Forms with signatures
- © No more standing in line in the Lesher Building to submit the form with the instructor signature

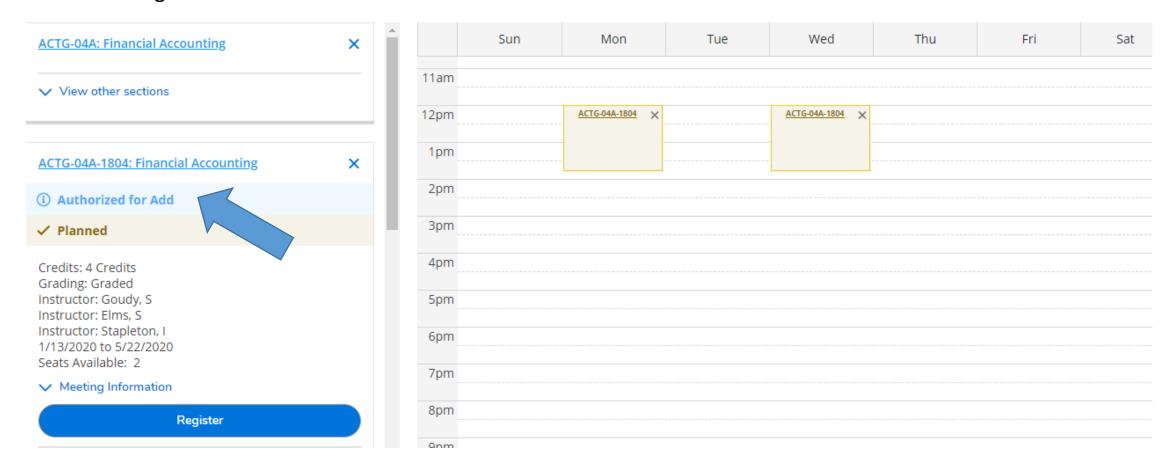
Faculty will notify you that they have given you Add Code Permission to add into their class Sign into the Student Portal https://.mc4me.mccd.edu
Choose WebAdvisor for Students/Academic Planning/Student Planning



Click on the Student Planning tab and choose "Plan and Schedule"



Any class that has been given an Add Code Permission will show "Authorized to Add" in the course planning block to the right of the calendar.



Click on the Register button to register for this course section with permission to add. When the course is registered it will appear in Green on your calendar.

There are several reasons why you may not register even if you have an Add Code Authorization.

- your course was not planned in Student Planning
- you have not met the pre-requisite
- you need to re-apply for the current term
- you have a fees or registration hold



If you have issues using this Add process contact Admissions and Records at 209-384-6187