

# 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

MC4Me Portal | Campus Information | Home | College Council | Institutional Governance | Employee Resources | Library | Student Life | Student Success

MC4Me Portal > Student

### My Week

Today's Date: Thursday, January 09, 2020

January 2020						
S	M	T	W	T	F	S
29	30	31	1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	1
2	3	4	5	6	7	8

**Thursday, January 09**

- 10:30 AM EAB Navigate | Merced Leadership Check-in
- 12:00 PM LUNCH
- 3:30 PM Monthly Check-in: Mike & Sherry

**Friday, January 10**

- 8:00 AM REMINDER: ALL CLASSIFIED PROFESSIONAL ATTENDANCE REPORTS
- 12:00 PM LUNCH
- 7:00 PM Pick up Jim

### Student Email


[Sign in to your student email here.](#) Use your MC4Me Portal login. For example:

Username: jane.smith@campus.mccd.edu

Password: Password: \*\*\*\*\*


**TIP #1:** Replace *jane.smith* with your actual username

**TIP #2:** Use the same password you used to login to the Portal just now.

 Video: How to forward your campus.mccd.edu email to your personal email


[SkyDrive](#) - No longer managed by MCCD.

### Important Announcements

 Are you experiencing issues registering for classes or developing your Student Ed Plan (using WebAdvisor)? Please make sure to:

- Refresh your browser
- Clear browser history, cookies & cache
- Use a modern browser (Internet Explorer 9+, FireFox 28+, or Chrome 33+)


### Useful Links

  
BankMobile Refund

### Announcements


**Now Accepting Applications** 1/8/2020 5:30 PM  
by Alice M. Nguyen

Posted on behalf of Child Development Center, 209-384-6245




### WebAdvisor

- WebAdvisor for Students
- User Account
- Financial Information
- Financial Aid
- Registration
- Academic Planning
- Program Evaluation
- Student Planning
- Academic Profile
- WebAdvisor for Faculty
- WebAdvisor for Employees
- WebAdvisor for Advisors





Click on the Student Planning tab and choose “Plan and Schedule”

**MERCED COLLEGE**  [Academics](#) · [Student Planning](#) · [Planning Overview](#)

**Steps to Getting Started**

There are many options to help you plan your courses and earn your degree. Here are 2 steps to get you started:

- 1**  **View Your Progress**  
Start by going to My Progress to see your academic progress in your degree and search for courses.  
[Go to My Progress](#)
- 2**  **Plan your Degree & Register for Classes**  
Next, take a look at your plan to see what you've accomplished and register your remaining classes toward your degree.  
[Go to Plan & Schedule](#)

Programs	Cumulative GPA	Progress
Business Administration (AA)	(2.000 required)	<div style="width: 20%; height: 15px; background-color: green;"></div>

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.

The screenshot displays a course planning interface. On the left, a list of course sections is shown. The section 'ACTG-04A-1804: Financial Accounting' is highlighted in blue and has an information icon and the text 'Authorized for Add'. Below this, it is marked as 'Planned' with a checkmark. Course details include: Credits: 4 Credits, Grading: Graded, Instructor: Goudy, S; Instructor: Elms, S; Instructor: Stapleton, I; Dates: 1/13/2020 to 5/22/2020; Seats Available: 2. A blue arrow points to the 'Authorized for Add' text. A blue 'Register' button is at the bottom of the section list.

On the right, a calendar grid shows the course section 'ACTG-04A-1804' scheduled for 12pm on Monday and Wednesday. The grid has columns for Sun, Mon, Tue, Wed, Thu, Fri, and Sat, and rows for time slots from 11am to 9pm.

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

[Academics](#) · [Student Planning](#) · [Plan & Schedule](#)

Plan your Degree and Schedule your courses

**NEW APPLICATION REQUIRED**  
<http://www.mccd.edu/getstarted/apply.html>

[Schedule](#)   [Timeline](#)   [Advising](#)   [Petitions & Waivers](#)

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