Registering with Add Code Permission 2021 Summer Fall

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. You class/section must be planned for this to work properly.

Register Now

	Sun	Mon	Tue	Wed	Thu	Fri	Sat

ACTG-04A: Financial Accounting ✕

∨ View other sections

11am

12pm   ACTG-04A-1804 ✕   ACTG-04A-1804 ✕

ACTG-04A-1804: Financial Accounting ✕
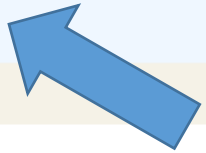
1pm

ⓘ **Authorized for Add**

2pm

✓ **Planned**

3pm

Credits: 4 Credits
Grading: Graded
Instructor: Goudy, S
Instructor: Elms, S
Instructor: Stapleton, I
1/13/2020 to 5/22/2020
Seats Available: 2

4pm

5pm

6pm

∨ Meeting Information

7pm

Register

8pm

9pm

Click on the Register button to register for this course section with permission to add. You can register individual classes by using the Register button below the class listing or by using the Register button in the upper right corner of the screen to register multiple classes at one time.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 admissions@mccd.edu