

ADD CODE INSTRUCTIONS

1. If the class or classes you need are now closed, add yourself to the Wait List (See schedule of classes for wait list period and instructions)
2. Go to the first class meeting and ask the instructor for permission to add the class
3. If the instructor approves, he/she will give you an ADD CODE number
4. To add your classes with an ADD CODE follow these instructions:
 - a. Go to our website at www.chaffey.edu
 - b. Select MyChaffeyVIEW
 - c. Log on to the system
 - d. Click on the **Student** button
 - e. Click on the **Add Code Registration** link
 - f. Register for class(es) using the ADD CODE provided by the instructor
 - g. Return to the Student menu and select the Payment Option
 - h. Pay your fees!
 - i. Print your Registration Receipt

IMPORTANT NOTICE: If payment is not received within 10 calendar days (including weekends and holidays), you will be dropped from your classes!

PAYMENT PLAN OPTION: If you would like to sign up for deferred payments via FACTS, please go to the following link: www.chaffey.edu/cashier/facts