ADD CODE REGISTRATION

What is an Add Code?
- An Add Code is a 4-digit number that replaces an instructor’s signature. The Add Code confirms the instructor’s permission to add a class section.

When is an Add Code required for registration?
- On or after the first day of instruction for all open and closed classes.
- To register for any class marked “Instructor Consent Required”.

How long is the Add Code valid?
- An Add Code is good until the last day to add the class section.
- The last day to add date can be found on your registration receipt or in the Schedule of Classes.
- If you have trouble locating the last day to add the class section, contact the Admissions and Records Office for assistance.
- It is your responsibility to use the Add Code before it expires.

How do I get an Add Code?
- Go to the first class session and request an Add Code from the instructor.

How do I get an Add Code for an Online Class?
- For online classes, go to the Distance Education website and select the “Student’s tab to make contact with the instructor.
- Links are available one week prior to the start date of the course through the first week of the class.

Once I have an Add Code, how do I use it?
- Log on to the MyChaffey portal and select “Add Code Registration” from the Self-Service QuickLinks.
- You must enter the 5-digit class section number, the 4-digit add code, and the term.
- Pay the fees due.
- Print out your registration receipt.
- Attend your class!