

the class. Beginning on the first day of instruction, students will need ADD CODES for both open and closed classes up to the deadline to add classes. Since deadline dates vary for short-term classes, please refer students to the schedule of classes for deadline information.

Q: What do I do if the student didn't add by the deadline? Students cannot add after the deadline. Add deadline dates must be observed because they are tied in with the apportionment we receive from the State.

Q: What do I do if the student changes his/her mind after I have given them an ADD CODE number? Nothing....the student does not need to use the ADD CODE number if they decide not to register for your class.

Q: Will I be provided with user training? The ADD CODE process is self-explanatory. However, training will be provided by ITS beginning in May. You will receive more information on training in the near future.

Q: What if I make a mistake on the ADD CODE or the number is accidentally transposed? The student will not be able to register. You will need to give the student a correct ADD CODE number. It is very important to re-check the number after you have issued it to the student.

Q: Does the ADD CODE override pre-requisite blocks or restrictions ? No. If the student has not met the prerequisite requirement or if the student has any other restrictions or blocks, he/she will not be able to register using the ADD CODE.

Q: Who do I contact if I have questions regarding this new process? You can contact the Admissions and Records Office at (909) 652-6600 during business hours.

(04/15/08)



Information Pamphlet

ADD CODE NUMBER

FREQUENTLY ASKED QUESTIONS (FAQ's)

Effective with the 2008 Summer term, students will no longer need an instructor-signed ADD/DROP CARD to add **CLOSED** classes. If you give permission to a student to add your class, all you need to do is provide the student with an ADD CODE number. The student will then be able to add online via **My ChaffeyVIEW** from anywhere and anytime through the last day to add. The system is available 24 hours Monday-Saturday.

FREQUENTLY ASKED QUESTIONS (FAQ's)

Q: What is the benefit of the ADD CODE number?

The benefit to students is improved customer service as they no longer need to wait in long lines to register for classes. The other great benefit is that you will now know exactly how many students have added your class, because you will be able to keep track of the students who have registered using an ADD CODE via My ChaffeyVIEW.

Q: How do I keep track of the ADD CODE numbers I give out? When you give an ADD CODE number to a student, cross it off your list. Then, write the number for the student on a separate piece of paper or have the student write the number down him/herself. Double check the number to ensure that the number given matches exactly what is on the list. Please note that you cannot give the same number to more than one student.

Q: How do I view my ADD CODES?

- Log into My ChaffeyVIEW
- Click on the "ADD CODE" link under Faculty
- Select Section
- Print

Q: How many ADD CODE numbers will I get for each of my classes?

The system will generate 20 ADD CODE numbers per section.

Q: How long is the ADD CODE number valid? It is only valid through the last day to add. Students will not be able to add after the deadline to add classes (both, full and short term classes).

Q: How do I determine who to give an ADD CODE to? Look at your Wait List that is provided with your first-day roll sheet. This way you can determine who has priority and give out ADD CODES in order of priority. If you do not have anyone on your Wait List, then give out ADD CODES in the same manner you would approve/sign Add/Drop cards.

Q: What happens after I give the ADD CODE number to the student?

Instruct the student to register for your class online via My ChaffeyVIEW, and remind him/her that the ADD CODE is no longer valid after the last day to add.

Q: How do I know if the student has registered for class using an ADD CODE? As students register for classes using the add codes, faculty will be able to see on My ChaffeyVIEW the code that was used, the student's name, and the date of registration.

Q: Do I need to give students an ADD CODE number if a FULL-TERM class is still open?

Students do not need an ADD CODE for full-term classes, if the class is still open during the first week of the semester. Students will need an ADD CODE from the 2nd week to the end of the late registration period for both Open and Closed full-term classes. To avoid waiting in long lines, please encourage students to register online from the convenience of their home.

Q: What about SHORT-TERM and/or SUMMER Classes...What is the process for giving out ADD CODES?

For open classes, students can register online without an ADD CODE up until 1 day prior to the start of