To better inform instructors on the importance of distributing Add Codes as early as possible during the Late Registration period, we would like to recommend the following Best Practices in the form of Q & A’s.

1. **How do I access my Add Codes?**
   Add codes are available to faculty on My ChaffeyVIEW. A link is provided under the heading “Faculty Information”. Add Code lists may also be requested through your Dean’s Office.

2. **When should I start giving Add Codes?**
   It is strongly recommended that you begin distributing Add Codes during the first week of the Late Registration period if you have not reached capacity.
   
   • **NOTE: THE FOLLOWING STUDENTS WILL NEED ADD CARDS FOR SPECIAL PROCESSING:**
     - High School Partnership Students
     - Students who must submit a repeat petition to override a registration restriction in person

3. **What happens if I wait until the last day to add classes to give Add Codes?** Waiting to give Add Codes on the last day to add, or even two days prior to the last day to add is not recommended. Although students have until midnight of the last day to add to register for classes, several factors could impact their ability to add classes. For example:
   a) the system could be down;
   b) there could be a pre-requisite clearance issue that the student didn’t know about that could necessitate additional time to resolve;
   c) the student may encounter difficulty logging in;
   d) the student may have a financial restriction on their record that blocks him/her from registration.
   
   All of these potential scenarios put an unnecessary hardship on students who are trying to add.

(Rev. 8/5/10)
4. How do I make sure that the student has used the Add Code I gave him/her at the beginning of the term?

**Suggested Protocol:**

- Roll sheets should be checked daily on MyChaffeyVIEW for any “Add” activity.
- Students should be encouraged to use their Add Codes immediately in order to have an accurate count. If you notice that Add Codes have not been used, the student should be contacted to find out the reason why the add code has not been used.
- If computer access is a problem, instructors may consider allowing the student to use the classroom computer to add the class. This will ensure that the student has officially registered for the class.
- Another option would be to refer students to the Admissions & Records Office located in the Student Services building. There are 20 computers available for student use.
- Instructors may require proof of registration from any student to whom Add Codes have been given, or verify registration on MyChaffeyVIEW. If the student has used the Add Code, the class will appear on the student’s registration statement/receipt.
- Roll sheets should be checked daily for accuracy (especially on the last day to add) to ensure that all students are officially registered.