Add Codes

Frequently Asked Questions

How do I view my Add Codes?
- Log into the MyChaffey Portal and click on the My ChaffeyVIEW icon in the launch pad
- Select the Faculty link
- Select the “Add Code” link from the Faculty menu
- Select Section
- Print

How do I keep track of the Add Code numbers I give out?
When you give an Add Code number to a student, note it on your list. Write the number on an Add Code slip and give it to the student. Be sure to sign and date the Add Code slip. Please Note: Add Codes are only valid for one registration attempt. Please do not give the same Add Code to more than one student.

How many Add Code numbers will I get for each of my classes?
The system will generate 20 Add Code numbers per section.

How long is the Add Code number valid?
Numbers are valid only through the Last Day to Add. Students will not be able to add after the deadline has passed.

How do I distribute Add Codes?
We recommend issuing Add Codes in order of your Wait List.

What happens after I give the Add Code number to the student?
Instruct the student to register for your class online via the MyChaffey Portal and remind him/her that the number is no longer valid after the Last Day to Add.

How do I know if the student has registered for class using an Add Code?
You can check add code registration by logging into the MyChaffey Portal and selecting the Add Code link. Through the last day to add you can view the student’s name, ID number, the code that was used, and the date of registration.

Do I need to give students an Add Code number if a class is still open?
Yes. Add Codes are required for all classes beginning the first day of instruction.

What if the student doesn’t add by the deadline?
Students cannot add once the deadline has passed. All deadline dates are firm because they are tied to apportionment.

What do I do if the student changes his/her mind and doesn’t use the Add Code?
Nothing. The student is not required to use the Add Code number if they decide not to register for your class.

What if I make a mistake or transpose the Add Code number?
The student will not be able to register. You will need to re-issue a correct Add Code number prior to the Last Day to Add.

Does the Add Code override pre-requisite blocks or other restrictions?
No. If the student has not met pre-requisite requirements or has any other restrictions or blocks, he/she will not be able to register using the Add Code.

Who do I contact if I have questions regarding Add Codes?
Please contact the Admissions & Records Office at (909) 652-6600 during regular business hours.