Late Registration Procedure—Adding Students to Classes—Open-Entry/Open-Exit and Short-Term Classes

- The instructor will need to check the roll sheet online to determine the deadline date to add a student to the class.

- If a class is closed and students subsequently drop the class, the class will remain closed.

- The instructor will determine who will be added to the class by providing students with an Add Code and advising students to register online via MyChaffeyView prior to the established deadline to add.

Note: Add Codes expire on the last day to add.