How to get an add code

To get an add code, you will need to email the instructor for the course you wish to register for. To find the instructor’s email address, follow these directions:

1. Perform a class search
2. Identify the section of the course you wish to enroll in (make sure to check how many students are on the waitlist “WL ACT” as instructors will add students from their waitlist first)
3. Click on the CRN for the course

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4. Click on the envelope icon next to the instructor name

How to register once you get an add code

1. Navigate to the Add or Drop Classes screen of Self-Service Banner

Registration Tools

- Registration Status
- Search for Classes
- Add or Drop Classes
- View Class Schedule (Summary)
- View Class Schedule (Week at a Glance)
- Click here to see balance or make payment
2. After selecting the term, you will see a Vocational and Technical Education Act (VTEA) screen. You must read the statement regarding Cal Grant Award Limits and check the box to show you have read it.

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Cal Grants: Award Limits

Please be advised: A student needs to take 15 units per semester, or 30 semester units per academic year, in order to graduate from a two-year academic program in two years, or to graduate from a four-year program within four years. Cal Grant Recipients: Please keep this in mind as a Cal Grant award is limited to four academic years, except for students enrolled in an institutionally required five-year undergraduate program or for students with baccalaureate degrees admitted to and enrolled in a program of professional teacher preparation.

I acknowledge I have received and understand this information.
```

3. You can choose whether or not to answer the rest of the questions. If you do not wish to, scroll to the bottom and click “I decline”

4. Next you will see the Add Classes Worksheet. Type in the CRN for the class into the box and click submit changes.

```
Add Classes Worksheet

CRNs

Submit Changes  Class Search  Reset
```

5. Enter in your add code into the box labeled “Registration Add Auth Code” and click “Validate”

```
Status  Registration Add Auth Code  CRN  Subj  Crse  Sec  Credit Title  Reason
INCOMPLETE

11117 GUID 1 101  SELF ASSESSMENT  Authorization Code Required - Section Closed

Validate  Cancel
```

6. Make sure you see “Approved” under the columns labeled “Status” and “Reason” then click “Submit Changes”

```
Status  Registration Add Auth Code  CRN  Subj  Crse  Sec  Credit Title  Reason
APPROVED

11117 GUID 1 101  SELF ASSESSMENT  APPROVED-ID Validated

Validate  Submit Changes  Cancel
```