



## Fall 2024 Add Codes

### General Information:

Add codes are faculty permissions for a student to enroll in a class. They will **not** work during the first week of a 16-week semester long class, if a student has time conflicts, is attempting to exceed their maximum number of units, has taken the class the maximum number of times allowed or has not met the enforced prerequisites.

Add codes will be available for ALL 16 week semester long courses: **September 3<sup>rd</sup>**

The codes are unique to each CRN, non-transferable, and can only be used once.

Students are not required to be on the waitlist to add a course with an add code

## When do I need an Add Code?

**Add codes will be required starting Tuesday September 3<sup>rd</sup>**  
(for all full-term courses, whether seats are still available or not)

Add codes will become active on Tuesday, September 3<sup>rd</sup>. No sooner.

To enroll in a closed course, or a course that has already started, you will need to acquire an add code from the instructor. Students should go to the class or email the instructor to ask for a code.

## Do I need an add code if I'm on the waitlist

Yes. If you have remained on the waitlist at the start of week two and have been attending class, the instructor may offer you a add code based on availability. Contact the instructor either in-person or by email and inform them you are on the waitlist and would like to request an add code.

## How do I find the instructor's email address?

Instructors emails can be found in the Class Schedule Listing on Self-Service Banner.

### Scheduled Meeting Times

Type	Time	Days	Where	Date Range	Schedule Type	Instructors
Lecture	2:30 pm - 3:55 pm	MW	Portables 19	Jan 30, 2023 - May 26, 2023	Lecture and/or discussion	Leslie Jean Tenney (P) 

## How do I enroll with an add code?

Adding a class using an add code can be completed using Self-Service Banner. Navigate to the Add or Drop Classes tool and follow the steps using the How to Guide found below.

If you are waitlisted in a class and now registering with an add code, you must first drop the waitlisted course and add the CRN. Once the course is dropped, follow the steps using the How to Guide.

If you neglect to drop the class first, you will receive an error message stating you are trying to enroll in a duplicate course.

### How to Register Once you Get an Add Code

## We are here to help

Admissions and Records Department  
Gavilan College 408-846-4954  
admissions@gavilan.edu

This link will take you to an online/Zoom room. Peer Mentors will be at your assistance.

[Virtual Welcome Center](#)

Please have a form of identification available to show staff when using the virtual room or visiting in-person

**Last Day to Add a Fall 2024 course: Friday, September 6 at 11:59pm.**

**Add codes will expire after this date.**