

How to Obtain an ADD Code

First the student needs to view the Online Orientation along with the SMART YouTube video. This will take approximately fifteen minutes. Next the student completes the short Orientation Quiz followed by completing the Program Application and the Employer Agreement. All three documents are in savable pdf format which requires the use of Adobe Reader (now called Adobe Acrobat Reader) 8.0 and above. Adobe Acrobat Reader is a free download if the student does not have it or the student needs to update to the latest version. Go to Adobe.com and click on menu to find the free download.

Please note that the student will sign and date the Program Application during the student's first in-person meeting with the course instructor. The student or supervisor/mentor may fill out the Employer Agreement. In either case, the document must be printed out so the supervisor/mentor can sign and date the agreement. After being signed and dated by the supervisor/mentor, the student scans the Employer Agreement so it can be attached to an email. The original, signed and dated agreement, will be given to the instructor by the student at their first in-person meeting.

Now the student is ready to email and attach the completed Online Orientation Quiz, the Program Application and the Employer Agreement to the instructor of the discipline specific Work Experience class. The email address for each Work Experience instructor is found in the Online Class Schedule by going to the specific class and clicking on course "details" and then reading the "comments section." Here you will find the instructor's email address along with other important instructions. The information may include a request that you attend an in-person classroom orientation.

The instructor reviews the student's Orientation Quiz, Program Application and the Employer Agreement. If approved, the instructor emails the student an ADD Code. After enrolling in the class, the student sends the instructor a confirming email that the student has enrolled in the course. If an in-person classroom orientation was requested, please also include the date and time of the one that you will be attending. Once the instructor has received the confirmation that the student has enrolled in their class, the instructor will now email important documents to the student along with instructions. It is the student's responsibility to read and understand the specific requirements for the course.